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SOUTH CAROLINA STATE PLAN

FISCAL YEAR 1977 - 1978

TRANSMITTAL AND NOTICE OF APPROVAL OF STATE PLAN MATERIAL
Office of Human Development State Plan Programs

TO: Director Office of Rehabilitation Services Department of Health, Education and Welfare	TRANSMITTAL NUMBER 78-1
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I PROGRAM IDENTIFICATION (Same identification as title page of preprinted plan)
S. C. Vocational Rehabilitation Department

II TYPE OF ACTION SUBMITTED FOR APPROVAL (Check and enter effective date)

<input type="checkbox"/> NEW STATE PLAN	<input checked="" type="checkbox"/> *PART A OF ANNUAL STATE PLAN IS REAFFIRMED	EFFECTIVE DATE October 1, 1977
<input type="checkbox"/> AMENDMENT	<input checked="" type="checkbox"/> *PART B OF ANNUAL STATE PLAN IS ATTACHED *FOR VR PROGRAMS ONLY	

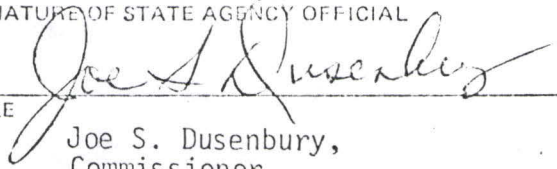
COMPLETE REMAINDER OF PART II IF THIS IS AN AMENDMENT (Separate Transmittal for Each Amendment)
FEDERAL REGULATION CITATION

NUMBER OF THE PLAN SECTION OR ATTACHMENT	NUMBER OF THE SUPERSEDED PLAN SECTION OR ATTACHMENT
--	---

SUBJECT OF AMENDMENT

III GOVERNOR'S REVIEW (Check one)

<input type="checkbox"/> GOVERNOR'S OFFICE REPORTED NO COMMENT	<input type="checkbox"/> NO REPLY RECEIVED WITHIN 45 DAYS OF
<input type="checkbox"/> COMMENTS OF GOVERNOR'S OFFICE ENCLOSED	SUBMITTAL TO GOVERNOR'S OFFICE

SIGNATURE OF STATE AGENCY OFFICIAL 		REPORT OF APPROVAL	
TITLE Joe S. Dusenbury, Commissioner		DATE RECEIVED IN REGIONAL OFFICE 7-11-77	REGION IV
DATE June 30, 1977		PLAN APPROVED - ONE COPY ATTACHED	
RETURN TO: (Name & Address of State Agency) S. C. Vocational Rehabilitation Dept. P. O. Box 4945 Columbia, South Carolina 29240		SIGNATURE OF REGIONAL OFFICIAL	
		TITLE Director, Office of Rehabilitation Services, Reg. IV	DATE
		REMARKS	

State South Carolina

General or combined Agency Voc.Rehab.Dept.

Blind Agency _____

FY 1978 STATE PLAN FOR VOCATIONAL REHABILITATION SERVICES
UNDER SECTION 101 OF THE REHABILITATION ACT OF 1973, AS AMENDED

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FY 1978 State Plan for Vocational Rehabilitation Services Under Title I of the Rehabilitation Act of 1973, as amended

State South Carolina

General or combined Agency Voc. Rehab. Dept.

Blind Agency _____

Citations	
Rehabilitation Act as amended or as stated	45 CFR

Section 1. Plan submittal and purpose

1.1 Submittal and purpose

As a condition to receipt of Federal funds under Title I of the Rehabilitation Act of 1973, as amended, for vocational rehabilitation services and for innovation and expansion grant projects, the S. C. Vocational Rehabilitation Department
(name of sole State Agency)

submits this State Plan for vocational rehabilitation services and agrees to administer the program in accordance with this State plan, the Act 1/, and all applicable regulations, policies and procedures established by the Secretary 2/.

Sec. 101 (a)

Sec. 1361.2 (a)

1.2 Consolidated VR/DD plan

This is a consolidated State plan for vocational rehabilitation and developmental disabilities which conforms with 45 CFR 1361.2(d).

Sec. 6

Sec. 1361.2 (d)

1/ Unless otherwise stated, "Act" means the Rehabilitation Act of 1973 (P.L. 93-112) as amended
2/ The definitions in the Regulations implementing the Rehabilitation Act of 1973, as amended, apply to the words and phrases used throughout this plan

Effective Date: October 1, 1977

State South Carolina

General or combined Agency Voc.Rehab.Dept.

Blind Agency _____

<u>Citations</u>	
<u>Rehabilitation Act as</u>	
<u>amended or as stated</u>	<u>45 CFR</u>

☒ No.

☐ Yes. Attachment 1.2A is a statement of concurrence by the Chairman of the State Developmental Disabilities Planning and Advisory Council and the State agency(ies) which administer the developmental disabilities program. The DD part is attached.

1.3 Services to the blind

This plan covers vocational rehabilitation services for the blind.

☒ No. Attachment 1.3A states the criteria of visual disability distinguishing the responsibilities of the general and blind agencies.

☐ Yes.

1.4 Submittal of State plans and plans amendments

The plan will be submitted annually, or amended more frequently if necessary to reflect any material change in applicable State law, organization, policy, or agency operations. Amendments will be submitted before they are put into effect or within a reasonable time thereafter.

Sec. 1361.2(c)

Sec. 101(a)

Secs. 1361.2
(b) & (e)

Effective Date: October 1, 1977

State South Carolina

General or combined Agency Voc.Rehab.Dept.

Blind Agency _____

	<u>Citations</u>
<u>Rehabilitation Act as</u>	
<u>amended or as stated</u>	<u>45 CFR</u>

1.5 Opportunity for Governor's review and comment

Sec. 1361.3

The Governor will be given opportunity to review and comment on any State vocational rehabilitation plan or amendment or other type of document specified in 45 CFR 1361.3. This opportunity will be provided and any comments by the Governor's Office will be forwarded to RSA in accordance with the same regulation.

Section 2. Legal basis

Sec. 1361.6(d)

The State statutory authority for administration or supervision of the administration of the program by the State agency is The Voc.Rehab. Act of South Carolina (1957(50)114).
 The State statutory authority for administration by local agencies is N/A.
 Attachment 2A lists all laws and interpretations thereof by appropriate State officials directly pertinent to the basic authority and organization for administration or supervision of administration of the vocational rehabilitation program.

Effective Date: October 1, 1977

State South CarolinaGeneral or combined Agency Voc.Rehab.Dept.

Blind Agency _____

	<u>Citations</u>
<u>Rehabilitation Act as</u>	
<u>amended or as stated</u>	<u>45 CFR</u>

Section 3. Agency organization**3.1** Designation and authority of sole State agency

The S. C. State Agency of Vocational Rehabilitation is the sole State agency designated to administer or supervise the administration of the program under this plan. Attachment 3.1A is a certification by the State Attorney General identifying the sole State agency and citing its legal authority to administer or to supervise the administration of the program. On designation of a new State agency, a new State plan will be submitted within 90 days after the new designation. (All references in this plan to "the sole State agency" or to "the State agency" mean the agency named in this paragraph.)

Sec. 101(a)(1)(A)

Secs. 1361.6(a)
(c) & (f)**3.2** Type of sole State agency

The sole State agency is:

- (a) XX a State agency primarily concerned with vocational rehabilitation or vocational and other rehabilitation of handicapped individuals.

(For general or combined VR programs, or for independent State commission for the blind and visually handicapped)

Sec. 101(a)(1)

Secs. 1361.6(b)
& (c)

Effective Date: October 1, 1977

State South CarolinaGeneral or combined Agency Voc. Rehab. Dept.

Blind Agency _____

Citations

Rehabilitation Act as
amended or as stated45 CFR

- (b) ☐ a State education or vocational education agency (for general or combined VR programs or for separate VR programs for the blind and visually handicapped)
- (c) ☐ a State agency which includes at least two other major organizational units, each of which administers one or more of the State's major programs of public education, public health, public welfare, or labor. (for general or combined VR programs, or for separate programs for the blind and visually handicapped located in an agency providing assistance or services to the adult blind)

3.3 Organization and functions of the sole State agency and VR Organizational unit

Sec. 1361.7(a)

- (a) Attachment 3.3(a)A gives a brief description of the sole State agency's organization and functions, and if applicable, descriptions of the major grant or service programs administered by the sole State agency showing to which organizational units such programs are assigned, and the relationships between the vocational rehabilitation and other organizational units.
- (b) Attachment 3.3(a)B provides organization charts reflecting (1) the State agency's relationship to the Governor and to overall State Government; (2) the internal structure of the State agency, and (3) the internal structure of the VR organizational unit.

Effective Date: October 1, 1977

State South Carolina

General or combined agency Voc.Rehab.Dept.

Blind agency _____

	Citations
Rehabilitation Act as amended or as stated	45 CFR

(c) All decisions affecting eligibility for the nature and scope of, and the provision of vocational rehabilitation services, will be made by the sole State agency through its VR organizational unit, or by a local agency under its supervision. This responsibility will not be delegated to any other agency or individual.

Sec. 101(a)(1) & (2) Sec. 1361.6(e)
1361.7(b)

(d) ☒ The sole State agency is of the type described in Section 3.2(a).

Sec. 101(a)(1) & (2) Sec. 1361.7(b)

(e) ☐ The sole State agency is one of the types described in Section 3.2(b) or (c).

(f) The organizational unit responsible for operation of:

1. the general or combined vocational rehabilitation program is _____.
(name of unit)
2. the vocational rehabilitation program for the blind is _____.
(name of unit)

Effective Date: October 1, 1977

State South CarolinaGeneral or combined agency Voc.Rehab.Dept.

Blind agency _____

	<u>Citations</u>
<u>Rehabilitation Act as</u>	
<u>amended or as stated</u>	<u>45 CFR</u>

(g) The VR organizational unit:

(A) is primarily concerned with vocational rehabilitation, or vocational and other rehabilitation of handicapped individuals and is responsible for the State agency's vocational rehabilitation program which includes the determination of eligibility for the provision of vocational rehabilitation services under the State plan;

Sec. 101(a)(2)(A)

Sec. 1361.7(b)

(B) has a full-time director; and

(C) has a staff employed on such rehabilitation work, all or substantially all of whom are employed full time on such work.

(h) The VR organizational unit is located at an organizational level and has an organizational status within the sole State agency comparable to that of other major organizational units, in accordance with 45 CFR 1361.7(c).

Sec. 101(a)(2)(B)

Sec. 1361.7(c)

(i) There is a full-time State Administrator who directs the sole State agency specified in 3.2(a) or the organizational unit named in 3.3(f).

Sec. 101(a)(2)(A)

Sec. 1361.8

Effective Date: October 1, 1977

State South Carolina

General or combined agency Voc.Rehab.Dept.

Blind agency _____

Citations	
Rehabilitation Act as amended or as stated	45 CFR

Secs. 101(a)(1)(A) & 7(7)	Sec. 1361.9
---------------------------	-------------

3.4 Local administration of Vocational Rehabilitation Program

☒ The plan is not administered by local agencies.

☐ The plan is administered by one or more sole local agencies, in accordance with 45 CFR 1361.9, under written agreements with the State agency assuring operation under the supervision of the State agency, in accordance with the State plan, and in compliance with the State agency's statewide standards. Such agreement set forth the methods to be followed by the State agency in its supervision of the local agency, including an evaluation of the effectiveness of the local agency's program; and the basis on which the State agency participates financially in locally administered vocational rehabilitation programs under its supervision, and indicates whether the local agency will use another local public or nonprofit agency in the provision of vocational rehabilitation services.

The sole local agency is responsible for administration of all aspects of the program within the political subdivision which it serves.

Effective Date: October 1, 1977

State South CarolinaGeneral or combined agency Voc. Rehab. Dept.

Blind agency _____

	<u>Citations</u>
Rehabilitation Act as amended or as stated	<u>45 CFR</u>

3.5 Statewideness

- (a) ☒ The State plan is in operation in all political subdivisions of the State.
- (b) ☐ One or more waivers of statewideness are in effect under this plan, for carrying out State Agency VR activities in one or more political subdivisions through local financing. Each waiver conforms with 45 CFR 1361.12. Attachment 3.5A provides a brief description, including scope and focus, of all cooperative agreements and third party arrangements.
- (c) ☐ The Commissioner has approved a request under 45 CFR 1361.11 for a special joint project or program involving shared funding and administration as shown in Section 9.10.

Sec. 101(a)(4)

Secs. 1361.2(a)
1361.11, 1361.12,
1361.81
1361.82

Section 4. Personnel Administration**4.1 Type of personnel system**

- ☐ a federally approved State merit system in conformity with the Standards for a Merit System of Personnel Administration (45 CFR Part 70) and any standards prescribed by the U.S. Civil Service Commission pursuant to Section 208 of the Intergovernmental Personnel Act of 1970 modifying or superseding such standards. Attachment 4.1A describes the responsibility for appointment of personnel.

Sec. 101(a)(7)

Sec. 1361.15

Effective Date October 1, 1977

State South CarolinaGeneral or combined agency Voc.Rehab.Dept.

Blind agency _____

<u>Citations</u>	
<u>Rehabilitation Act as</u>	
<u>amended or as stated</u>	<u>45 CFR</u>

XX a personnel system other than a federally approved State merit system. Attachment 4.1B describes this system, including the information and policy assurances required by 45 CFR 1361.15(a).

4.2 Affirmative action plan for equal employment opportunity

The State agency will develop and implement an affirmative action plan for equal employment opportunity for all aspects of personnel administration as required under 45 CFR 70.4 and 45 CFR 1361.15(a) and (b).

(1) Attachment 4.2A is a copy of the basic affirmative action plan for assuring equal employment opportunity for members of minority groups on the basis of race, color, and national origin, older persons, and women. As a minimum, the basic affirmative action plan must cover (a) specific action steps; (b) general time tables; and (c) complaint and enforcement procedures, necessary to assure such affirmative action.

(2) Attachment 4.2B describes (a) targets and (b) planned activities for the coming fiscal year under the State agency's affirmative action plan for equal employment opportunity. It also reflects (c) number and proportion of staff estimated as of June 30, 1977 with respect to minority groups, women, older persons, and handicapped; (d) achievements during fiscal year 1977; and (3) problems encountered in carrying out the affirmative action plan.

Title VII, Civil Rights
Act of 1964, as amended;
Sec. 101(a)(7)

Age Discrimination in
Employment Act of 1967,
as amended

29 CFR
Chapter XIV,
Parts 1600 -
1610.45; CFR
70.4, and Sec.
1361.15(a) &
(b)

Effective Date: October 1, 1977

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Blind agency _____

CitationsRehabilitation Act as
amended or as stated45 CFR

Sec. 101(a)(6)

Sec. 1361.15(c)

4.3 Affirmative action plan for employment and advancement opportunity for handicapped individuals

The State agency will develop and implement an affirmative action plan for employment opportunity and advancement opportunity for qualified handicapped individuals in accordance with 45 CFR 1361.15.

- (1) Attachment 4.3A is a copy of the State agency's basic affirmative action plan for employment of handicapped individuals. As a minimum, the basic affirmative action plan must cover (a) specific action steps; (b) general time tables; and (c) complaint and enforcement procedures, necessary to assure such affirmative action.
- (2) Attachment 4.3B describes (a) targets and (b) planned activities during the coming fiscal year for achieving such targets under the affirmative action plan for employment and advancement opportunity for qualified handicapped individuals. It also reflects (c) number and proportion of handicapped individuals estimated as of June 30, 1977; (d) achievements during the current fiscal year; and (e) problems encountered in carrying out this plan.

Effective Date: October 1, 1977

State South CarolinaGeneral or combined agency Voc.Rehab.Dept.

Blind agency _____

	<u>Citations</u>
<u>Rehabilitation Act as</u>	
<u>amended or as stated</u>	<u>45 CFR</u>

4.4 Consistency with State licensure laws and regulations

Sec. 1361.15(a)

The State agency's personnel standards followed in the administration of the vocational rehabilitation program are consistent with State licensure and other pertinent laws and regulations applicable to its own employees.

4.5 Maintenance or written personnel policies and records

Sec. 1361.15(d)

The State agency maintains such written personnel policies, records, and other information as will permit evaluation of personnel operations in relation to the State agency's standards.

4.6 Staffing

Sec. 1361.14

Staff in sufficient number and with appropriate qualifications is available to carry out all functions required under the Act and 45 CFR 1361.14. Such staff includes specialists in the areas of program planning and evaluation, staff development, rehabilitation facility development and utilization, medical consultation, expansion and improvement of services to the severely handicapped, and affirmative action for equal employment opportunity for the handicapped.

Effective Date: October 1, 1977

State South CarolinaGeneral or combined agency Voc.Rehab.Dept.

Blind agency _____

	Citations
Rehabilitation Act as amended or as stated	<u>45 CFR</u>

4.7 Staff Development

Sec. 1361.16

The State agency provides for a program of staff development for all classes of positions in accordance with 45 CFR 1361.16.

4.8 Participation in political activity

Sec. 1361.17

The State agency prohibits staff employed in the day to day administration and operation of the program from engaging in political activity prohibited by the Hatch Act (5 USC Chapter 15 and, with regard to the District of Columbia, 5 USC Chapter 73).

Section 5 Financial administration

Sec. 101(a) (3)

Secs. 1361.2(a),
1361.80**5.1 Sources of State funds**

- (a) ☐ State funds expended for this program will derive only from funds appropriated for VR purposes.
- (b) ☒ State funds expended for this program will include State appropriated funds, and funds made available for Federal matching from all other sources.

Effective Date: October 1, 1977

State South CarolinaGeneral or combined agency Voc.Rehab.Dept.

Blind agency _____

Citations	
Rehabilitation Act as amended or as stated	45 CFR

5.2 General administrative and fiscal requirements

Sec. 101(a)(6)

Sec. 1361.23

The State agency has adopted policies and methods pertinent to the fiscal administration and control of the vocational rehabilitation program in accordance with 45 CFR 1361.23.

Section 6 Scope of agency program6.1 Vocational rehabilitation services to individualsSec. 101(a)(8) &
103(a)Secs. 1361.1(ee),
1361(1), 1361.40
(a), 1361.71(a) List of services

All the following VR services, as described in 45 CFR 1361.40(a), will be available to individuals, as needed;

- (1) Evaluation of rehabilitation potential;
- (2) Counseling, guidance, and referral;
- (3) Physical and mental restoration services;
- (4) Vocational and other training services;
- (5) Maintenance;
- (6) Transportation;
- (7) Services to members of a handicapped individual's family necessary to the adjustment or rehabilitation of the handicapped individual;
- (8) Interpreter services for the deaf;
- N/A (9) Reader services, rehabilitation teaching services, and orientation and mobility services for the blind;

Note: Blind services provided by separate State Agency

Effective Date: October 1, 1977

State South Carolina

General or combined agency Voc. Rehab. Dept.

Blind agency _____

	<u>Citations</u>
<u>Rehabilitation Act as amended or as stated</u>	<u>45 CFR</u>

- (10) Telecommunications, sensory, and other technological aids and devices;
- (11) Recruitment and training services to provide new employment opportunities in rehabilitation, health, welfare, public safety, law enforcement, and other appropriate public service employment;
- (12) Placement in suitable employment;
- (13) Postemployment services necessary to assist handicapped individuals to maintain suitable employment;
- (14) Occupational licenses, tools, equipment and initial stocks (including livestock) and supplies; and
- (15) Other goods and services which can reasonably be expected to benefit a handicapped individual in terms of his employability.

(b) State agency's written policies on scope and nature of such services

Sec. 1361.40(b)

The State agency has established in writing and will maintain current policies on the scope and nature of each service specified in Section 6.1(a) and the conditions and procedures under which each such service is to be provided in accordance with 45 CFR 1361.40(b).

Effective Date: October 1, 1977

State South CarolinaGeneral or combined agency Voc. Rehab. Dept.

Blind agency _____

Citations

Rehabilitation Act as
amended or as stated45 CFR**6.2** Vocational rehabilitation services to groups of handicapped individuals**(a)** Management services and supervision of small business enterprises

Sec. 103(b)(1)

Secs. 1361.1(ee)
(2)(f), 1361.48
& 1361.72

- (1) The State agency provides management services to and supervision of small business enterprises operated by the most severely handicapped and also provides for the establishment of:

(i) Small business enterprises other than (ii) below☒ No.

☐ Yes. The State agency has established in writing and will maintain the descriptions and assurances required in 45 CFR 1361.48(a).

(ii) Randolph Sheppard Vending Facility Program☒ No.

☐ Yes. The State agency has established in writing and will maintain the descriptions and assurances required in 45 CFR 1361.48(a), and other requirements as prescribed under the Randolph Sheppard Act.

EFFECTIVE DATE: October 1, 1977

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Blind agency _____

	Citations
Rehabilitation Act as	45 CFR
amended or as stated	45 CFR

- (2) The State agency elects to set aside funds from the process of the operation of small business enterprises other than the Randolph-Sheppard vending facility program.

☒ No.

☐ Yes. The State agency has established in writing and will maintain a description of the methods used in setting aside such funds, and the purposes for which such funds are set aside. Such purposes conform with 45 CFR 1361.48(b).

Effective Date: October 1, 1977

State South CarolinaGeneral or combined agency Voc.Rehab.Dept.

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	<u>Citations</u>
Rehabilitation Act as amended or as stated	<u>45 CFR</u>

(b) Construction of rehabilitation facilities

The State agency provides for construction of public or other nonprofit rehabilitation facilities.

☐ No.

☒ Yes. The State agency will carry out this activity in conformity with the requirements set forth in 45 CFR 1361.22, 1361.50, and 1361.51.

Secs. 7(1), 7(5), 7(10),
101(a)(17), 103(b)(2),
& all of Sec. 306,
except (c) & (i)

Secs. 1361.1(c),
1361.1(u),
1361.1(ee)(2)
(iii), 1361.22,
1361.50,
1361.51 &
1361.74

Note: To be operated by an Organizational unit of the State Agency only.

(c) Establishment of rehabilitation facilities

The State agency provides for establishment of public or other nonprofit rehabilitation facilities.

☐ No.

☒ Yes. The State agency will carry out this activity in conformity with the requirements of 45 CFR 1361.49.

Secs. 7(3), 7(5)
7(10), & 103(b)(2)

Secs. 1361.1(h)
1361.1(u),
1361.1(ee)(2)
(ii), 1361.49,
& 1361.73

Note: To be operated by an Organizational unit of the State Agency only.

(d) Facilities and services for groups of handicapped individuals

The State agency provides for facilities and services which may be expected to contribute substantially to

Sec. 103(b)(2)

Secs. 1361.1(ee)
(2)(iv),
1361.51,
1361.75

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the rehabilitation of a group of individuals, but which are not related directly to the individualized rehabilitation program of any one handicapped individual.

☐ No.

☒ Yes. The State agency has established in writing and will maintain policies for the provision of such facilities and services.

6.3 Economic need

Sec. 1361.45(a)

(a) State policy

☐ (1) No VR services are provided contingent on the handicapped individual's economic need.

☒ (2) The handicapped individual's economic need is considered for determining his participation in the cost of all VR services other than evaluation of rehabilitation potential (including diagnostic and related services); counseling, guidance, and referral services; and placement. The State agency has established in writing and will maintain its policies on determination of economic need.

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- ☐ (3) The handicapped individual's economic need is considered for determining his participation in the costs of certain VR services other than evaluation of rehabilitation potential; counseling, guidance, and referral services; and placement. Attachment 6.3(a)A identifies the types of services for which there is an economic needs test. The State agency has established in writing and will maintain its policies on determination of economic need.

(b) Equitable treatment

Any economic need policies will be reasonable and applied uniformly to assure equitable treatment. Services provided during extended evaluation will be subject to any economic need policies generally applicable in the program.

6.4 Similar benefits

- (a) VR services for which consideration of similar benefits is required

The State agency will fully consider any similar benefits available to the handicapped individual under any other program to meet, in whole or in part, the cost of VR

Sec. 101(a)(8)

Sec. 1361.45(b)
(1)

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services provided to the individual including services provided under an extended evaluation and training or training services in institutions of higher education except the following: (1) evaluation of rehabilitation potential; (2) counseling, guidance, and referral; (3) vocational and other training services including personal and vocational adjustment training, books, tools, and other training materials; (4) services to members of a handicapped individual's family; (5) placement; and (6) postemployment services.

(b) VR services for which consideration of similar benefits is provisional

The State agency will fully consider any similar benefit available under any other program to a handicapped individual to meet, in whole or in part, the cost of physical and mental restoration services and maintenance provided to the individual except where such consideration would significantly delay the provision of such services to the individual.

Sec. 101(a)(8)

Sec. 1361.45(b)
(2)

(c) Adequacy of similar benefits

To the extent that an individual is eligible for such similar benefits, they will be used insofar as they are adequate and do not interfere with achieving the rehabilitation objective of the individual.

Sec. 101(a)(8)

Sec. 1361.45(b)
(3)

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(d) Maximum utilization of community resources

In providing VR services, maximum utilization will be made of public or other vocational or technical training facilities or other appropriate resources in the community.

Sec. 101(a)(12)

Sec. 1361.52

Section 7 Eligibility, ineligibility and certification

7.1 Basic conditions of eligibility for VR services

Eligibility is based only on (1) the presence of a physical or mental disability which for the individual constitutes or results in a substantial handicap to employment; and (2) a reasonable expectation that vocational rehabilitation services may benefit the individual in terms of employability.

Sec. 7(6)

Sec. 1361.33(b)

7.2 Factors irrelevant to eligibility for VR services

(a) Sex, race, age, creed, color, national origin, type of disability

Eligibility requirements will be applied without regard to sex, race, age, creed, color, or national origin. No group of individuals will be excluded or found ineligible solely on the basis of type of disability. No upper or lower age limit will be established which will, of itself, result in a finding of ineligibility for any individual who other-

Sec. 1361.33(a)
(1)

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wise meets the basic eligibility requirements specified in Section 7.1.

(b) Residence.

No residence requirement, durational or other, is imposed which excludes from services under the plan any individual who is in the State.

Sec. 101(a)(14)

Sec. 1361.33(a)
(2)

7.3 Federal civil employees disabled in line of duty

VR services will be made available to civil employees of the U.S. Government who are disabled in the line of duty under the same terms as apply to other handicapped individuals.

Sec. 101(a)(13)(A)

Sec. 1361.32

7.4 Diagnostic study

(a) Preliminary diagnostic study

In order to determine whether any individual is eligible for vocational rehabilitation services, there will be a preliminary diagnostic study sufficient to determine (1) whether the individual has a physical or mental disability which for such individual constitutes or results in a substantial handicap to employment, and (2) whether VR services may reasonably

Secs. 1361.34(a)
1361.34(b)

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be expected to benefit the individual in terms of employability or whether an extended evaluation of rehabilitation potential is necessary to make such a determination. It will place primary emphasis upon the determination of a vocational goal for the individual and his potential for achieving such a goal. The preliminary diagnostic study will be adequate to appraise the individual's current general health status and to provide the basis for the determinations described in 45 CFR 1361.34(b). In all cases of mental or emotional disorder an examination will be provided by a physician skilled in the diagnosis and treatment of such disorders or by a psychologist licensed or certified in accordance with State laws and regulations, in those States where such laws and regulations pertaining to the practice of psychology have been established.

(b) Thorough Diagnostic Study

Sec. 1361.35

As appropriate in each case, there will be a thorough diagnostic study to determine the nature and scope of services needed by the individual. It will consist of a comprehensive evaluation of pertinent medical,

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psychological, vocational, educational, and other related factors bearing on the individual's handicap to employment and rehabilitation needs. It will be sufficient to determine the VR services which are needed to attain vocational goals of the handicapped individual. It will include, as appropriate, in the individual case, the special examinations and evaluations required by 45 CFR 1361.35(c) through (f). The findings of such study will be recorded in the individualized written rehabilitation program.

7.5 Conditions for acceptance for extended evaluation

Sec. 7(4)(G)

Sec. 1361.36(a)

The provision of VR services under an extended evaluation is based only on (1) the presence of a physical or mental disability which for such individual constitutes or results in a substantial handicap to employment, and (2) the inability, unless there is extended evaluation, to determine whether VR services might benefit the individual in terms of employability.

7.6 Duration, scope of services, and periodic review in the course of extended evaluation and termination of such evaluation

Sec. 7(4)(G)

Secs. 1361.36(b)
(c), (d), & (e)

VR services will be provided during extended evaluation for no longer than 18 months and in conformity with 45 CFR 1361.36(b) and (c). The individual's progress will be

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thoroughly assessed as frequently as necessary, but at least once every 90 days while services are provided. Such periodic reports from those providing services as are required by 45 CFR 1361.36(d) will be considered in this assessment. The extended evaluation will be terminated in accordance with 45 CFR 1361.36(e).

7.7 Certification of eligibility, ineligibility, or for extended evaluation

Sec. 1361.37 .

In each instance, there will be a certification, dated and signed by an appropriate State agency staff member, as to eligibility, ineligibility, or extended evaluation. The certification that the individual has met the eligibility requirements specified in Section 7.1 above will be made prior to or simultaneously with acceptance of a handicapped individual for VR services. The certification for extended evaluation and the certification of ineligibility will be issued pursuant to the requirements of 45 CFR 1361.37(b) and (c), respectively.

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Secs. 101(a)(9) & 102 Sec. 1361.39

7.8 Individualized written rehabilitation program

An individualized written rehabilitation program will be initiated and continuously developed for each handicapped individual eligible for VR services and each handicapped individual being provided such services under an extended evaluation, and VR services will be provided in accordance with such program. This program will be developed jointly by the appropriate State agency staff member and the handicapped individual (or, as appropriate, his parent, guardian, or other representative). It will emphasize primarily the determination and achievement of a vocational goal. A copy of the written program, and any amendments thereto, will be provided to the handicapped individual, or as appropriate, his parent, guardian, or other representative. The individualized written rehabilitation program will be administered in accordance with the requirements of 45 CFR 1361.39.

The program will be initiated after certification of eligibility or certification for extended evaluation. The program will include at least the information described

Secs. 101(a)(9) Sec. 1361.39

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in 45 CFR 1361.39(c), as appropriate. The program will be reviewed at least annually, at which time the individual (or, as appropriate, the parent, guardian, or other representative) will be afforded opportunity to review the program and if necessary redevelop its terms jointly with the appropriate State agency staff member. When services are to be terminated on the basis of a determination that the individual cannot achieve a vocational goal, the conditions set forth in 45 CFR 1361.39(e)(1) and (2) will be met. There will be at least an annual review of the ineligibility decision, in which the individual will be given opportunity for full consultation in accordance with 45 CFR 1361.39(e)(3).

Section 8 Methods of administration particular to vocational rehabilitation

8.1 Continuing statewide studies and program evaluation

(a) Conduct of statewide studies

The State agency will conduct continuing statewide studies of the needs of handicapped individuals within the State, the State's need for rehabilitation facilities, and the methods by which these needs may be most effectively met. Such studies will be directed toward:

Secs. 101(a)(15)
& (19)

Secs. 1361.18 &
1361.2(b)(2)(i)

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- (1) determination of the relative needs for VR services on the part of different segments of the handicapped population, particularly the need for expansion of services to the most severely handicapped;
- (2) determination of the means and methods by which VR services, particularly to the most severely handicapped, will be provided, expanded, and improved, after full consideration and study of a broad variety of means and methods;
- (3) ensuring the orderly and effective development of VR services and rehabilitation facilities; and
- (4) review of the efficacy of the criteria employed by the State agency in making ineligibility decisions with respect to applicants for VR services. Reports of such studies will be available to the public for review.

(b) Coordinated or joint statewide studies

There is a separate VR agency for the blind in this State

☐ No.

☒ Yes. Coordinated or joint statewide studies will be conducted by the general and blind agencies.

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(c) Annual evaluation of program effectiveness

A comprehensive evaluation of the effectiveness of the State's VR program in achieving the service goals and priorities established in the plan will be conducted annually. It will measure the adequacy of State agency performance in providing VR services, especially to the most severely handicapped, in the light of State program or financial resources. It will be conducted according to the General Standards for Evaluation promulgated by the Secretary, 45 CFR Part 1370. Reports of such annual evaluations will be available to the public for review.

(d) Changes in policy resulting from statewide studies and annual program evaluation

There have been changes in policy made in the past fiscal year which have resulted from the continuing statewide studies of the needs of handicapped individuals and from the annual evaluation of the effectiveness of the State's vocational rehabilitation program in achieving program goals and priorities and will be conducted according to General Standards for Evaluation issued by the Secretary under Part 1362 and Part 1370 of 45 CFR Chapter XIII.

☐ No.☒ Yes. Attachment 8.1(d)A describes these changes.

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8.2 Order of selection and outcomes and service goals

(a) Applicability of an order of selection to this agency

This State agency can furnish and is furnishing VR services to all individuals who apply and have been determined to be eligible or to be in need of an extended evaluation of rehabilitation potential to determine eligibility.

☐ Yes. All such individuals are served with reasonable promptness. No eligible individual has been delayed from receiving services in the past year, because there is not now, nor has there been, during the past year, any shortage of funds, facilities, or other resources necessary for serving all eligible applicants.

☒ No. The following order of selection will be maintained:

- (1) the severely handicapped
- (2) other groups of handicapped individuals decided upon by the State. Attachment 8.2(a)A lists the groups of handicapped individuals in the State agency's order of selection which are additional to the Federally mandated priority for the severely handicapped.

Secs. 2(1), 7(2), 7(9),	Secs. 1361.1(d),
7(12), 101(a)(5)(A)	1361.1(t),
101(a)(13)(B), &	1361.1(w),
101(a)(15)	1361.31 &
	1361.2(b)(2)
	(iv) & (v)

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(b) Outcomes and service goals

Attachment 8.2(b)A, if required, describes the general outcomes and service goals to be achieved in each priority category within the order of selection in effect in this State agency and the time periods which will be required to achieve such goals.

(c) Special consideration for certain public safety officers

Special consideration will be given in the selection for, and to the provision of, vocational rehabilitation services to those handicapped individuals whose handicap arises from a disability sustained in line of duty while performing as public safety officer, in accordance with 45 CFR 1361.31(c).

8.3 Methods to expand and improve services to the most severely handicapped

Attachment 8.3A describes the methods used to expand and improve services to the most severely handicapped and also any changes in methods which have been scheduled for the coming fiscal year to strengthen the priority to the most severely handicapped.

Sec. 101(a)(5)	Secs. 1361.2(b)
and (15)	(2)(iii) and
	1361.18(a)

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8.4 Processing referrals and applications

Sec. 1361.30

The State agency has established methods which assure expeditious and equitable handling of referrals and applications for VR services.

8.5 Case recording and authorization of services

(a) Individual case record

Sec. 1361.38

The State agency will maintain for each applicant for VR services and for each individual being provided such services, in accordance with 45 CFR 1361.38, a case record which will contain pertinent information about the individual and the services provided. The case record will include, as a minimum and to the extent pertinent, the information and documentation required by 45 CFR 1361.38.

(b) Authorization of purchase of services

Sec. 1361.42

A written authorization of services will be made simultaneously with or prior to the purchase of services and such authorization will be retained. A State agency employee who is permitted to make an oral authorization in an emergency will promptly document any oral authorization in the client's case record and confirm it in writing to the provider of the services.

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8.6 Periodic reevaluation of extended employment in rehabilitation facilities

The State agency will periodically review and reevaluate at least annually the status of handicapped individuals who have been placed by the State agency in extended employment in rehabilitation facilities (including workshops) to determine the feasibility of their employment, or training for employment, in the competitive labor market. Maximum effort will be made to place such individuals in competitive employment or training for such employment whenever feasible.

Sec. 101(a)(16)

Sec. 1361.53

8.7 Individuals determined to be rehabilitated

- (a) An individual determined to be rehabilitated will have been, as a minimum, (1) determined to be eligible under 45 CFR 1361.37(a); (2) provided an evaluation of rehabilitation potential and counseling and guidance, as essential VR services; (3) provided appropriate VR services in accordance with the individualized written program; and (4) determined to have achieved a suitable employment objective which has been maintained for at least 60 days.

Sec. 102

Sec. 1361.41

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- (b) Post-employment services will be provided to those individuals determined to be rehabilitated, who require such services, to the extent necessary to maintain suitable employment.

Section 9. General methods of administration

9.1 Methods necessary for proper and efficient administration

Sec. 101(a)(6)

Sec. 1361.10

The State agency employs such methods of administration as are found necessary by the Secretary for proper and efficient administration of the plan and for conduct of all functions for which the State is responsible under the State plan and under 45 CFR Part 1361.

9.2 Consultation with recipients and providers of VR services

Sec. 101(a)(18)

Sec. 1361.19

The State agency and any sole local agency administering the plan in a political subdivision of the State will take into account, in connection with matters of general policy development and implementation arising in the administration of the State plan, the views of individuals and groups of individuals who are recipients of VR services (or as appropriate, their parents, guardians, or other representatives)

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providers of VR services, and others active in the VR field. The State agency has established in writing and will maintain a description of the methods to be used to obtain and consider such consultation.

9.3 Standards for facilities and providers of services

The State agency has established in writing and will maintain minimum standards for the various types of facilities and providers of services which it uses in providing VR services. The State agency will make such standards accessible to State agency personnel and to the public.

Sec. 101(a)(7)(B) Sec. 1361.43

9.4 Rates of payment

Policies governing rates of payment for all purchased VR services have been established in writing. The State agency will maintain in accessible form information as to current rates of payment. Vendors providing any services authorized by the State agency are required to agree not to charge to or accept from the handicapped individual or his family any payment for such services unless the amount of such service charge or payment is previously known to and, where applicable, approved by the State agency.

Sec. 1361.44

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9.5 Confidential information

The State agency will adopt and implement such regulations, standards, and procedures as are necessary to meet the requirements on safeguarding confidential information in 45 CFR 1361.47.

Sec. 1361.47

9.6 Administrative review of agency action and fair hearing

The State agency has established and will maintain policies and procedures in accordance with 45 CFR 1361.46 that assure to applicants and recipients dissatisfied with any action with regard to the furnishing or denial of VR services an administrative review of such action and, if they are dissatisfied with the finding of the administrative review, an opportunity for a fair hearing. Such policies and procedures also insure that each applicant and recipient is informed of such opportunities.

Sec. 1361.46

9.7 Reports

The State agency will make such reports in such form, containing such information, and at such time, as the Commissioner requires and will comply with such provisions as he finds necessary to assure the correctness and verification of such reports.

Sec. 101(a)(10)

Sec. 1361.21

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Sec. 101(a)(11)

Sec. 1361.20

9.8 Cooperation with other public agencies

Where appropriate, in accordance with 45 CFR 1361.20, the State agency will enter into cooperative arrangements with, and utilize the services and facilities of the State agencies administering the State's public assistance programs, other programs for disabled individuals (including the State's developmental disabilities program), veterans programs, health and mental health programs, education programs, workers' compensation programs, manpower programs, and public employment offices; the Social Security Administration, the Office of Workers' Compensation Programs of the Department of Labor, the Veterans Administration, and other Federal, State, and local public agencies providing services related to the rehabilitation of handicapped individuals. The State agency will work toward maximum coordination and consultation with programs for and relating to the rehabilitation of disabled veterans. Where there is a separate State agency for the blind, the two State agencies will cooperate to provide more effective services to the handicapped; e.g., by means of joint planning, reciprocal referral, using each other's services and facilities.

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9.9 Cooperative programs utilizing third-party funds

Sec. 1361.13

When the State's share of the cost of a cooperative program for providing VR services or for engaging in administrative activities of the State VR agency is furnished in whole or in part by a State or local public agency other than the State VR agency, each such cooperative program will be based on a written agreement which meets the requirements of 45 CFR 1361.13(a). Services provided in such a cooperative program are VR services:

- (1) which are not services of the cooperating agency to which the handicapped individual would be entitled if he were not an applicant or client of the State VR agency and
- (2) which represent new services or new patterns of services of the cooperating agency.

The costs of administrative activities under such a cooperative program are not attributable to the general expense of State or local government.

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9.10 Joint project or program with shared funding and administration

In order to permit the carrying out of one or more joint projects or programs to provide services to handicapped individuals, the State agency has requested the Commissioner to authorize it to share funding and administrative responsibility with another agency or agencies of the State or with one or more local agencies.

☒ No.

☐ Yes. For each joint project or program, there is a written agreement which meets the requirements of 45 CFR 1361.11

Sec. 101(a)(1)(A)

Secs. 1361.11 & 1361.81

9.11 Nondiscrimination

(a) On basis of race, color, or national origin

Assurance is hereby given that in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and the Regulations issued thereunder by the Department of Health, Education, and Welfare (45 CFR Part 80), no individual will, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this plan.

Title VI of the Civil Rights Act

Part 80 and Preamble to Parts 1361 & 1362

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The State agency has established and will maintain methods of administration to assure that each program or activity for which it receives Federal financial assistance will be operated in accordance with the preceding paragraph. Attachment 9.11(a)A contains a description of these methods of administration. The State agency will amend its methods of administration from time to time as necessary to carry out the purpose for which this statement is given. Any amendments will be submitted to the Regional Office of the Department of Health, Education, and Welfare for determination as to adequacy.

The State agency recognizes and agrees that Federal financial assistance will be extended in consideration of, and in reliance on, the representations and agreements made in this statement, and that the United States will have the right to seek administrative and judicial enforcement thereof.

(b) On basis of physical or mental handicap

No otherwise qualified handicapped individual will, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial participation under this State plan, and the requirements

Sec. 504,
P.L. 93-112

Preamble to
Parts 1361 &
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concerning nondiscrimination specified in regulations
implementing Section 504 of the Rehabilitation Act
will be observed.

Section 10. VR Services for disability beneficiaries paid from Social Security
Trust Funds

Vocational rehabilitation services are furnished to Social Security disability beneficiaries who meet the selection criteria set forth in 45 CFR 1361.114(a) and in accordance with the order of selection prescribed in 45 CFR 1361.114(b), without regard to any other order of selection which would otherwise be followed under the State plan pursuant to Section 101(a)(5)(A) of the Rehabilitation Act of 1973, and in conformity with all other requirements governing the State vocational rehabilitation program which are not inconsistent with 45 CFR 1361, Subpart D. In accordance with 45 CFR 1361.114, services are furnished to beneficiaries with reasonable promptness, without regard to the individual's citizenship, place of residence, or need for financial assistance; with appropriate staff, supervision and training of personnel to carry out the necessary functions in an effective manner; include the full range of services authorized in the Act, subject to the conditions, limitations and provisions with respect to the use and payments of trust funds prescribed in 45 CFR 1361.115 and 1361.116. The State will submit budget estimates in accordance with 45 CFR 1361.117 and reports in accordance with 45 CFR 1361.118.

Sec. 222(d) of the
Social Security
Act as amended

Part 1361
Subpart D

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Rehabilitation Act as amended or as stated	<u>45 CFR</u>

Section 11. VR services for blind and disabled recipients paid from Supplemental Security Income program funds

Vocational rehabilitation services are furnished to Supplemental Security Income recipients who meet the selection criteria set forth in 45 CFR 1361.124(a) and in accordance with the order of selection prescribed in 45 CFR 1361.124(b), without regard to any other order of selection which would otherwise be followed under the State plan pursuant to Section 101(a)(5)(A) of the Rehabilitation Act of 1973. In accordance with 45 CFR 1361.124, services are furnished to recipients with reasonable promptness; with appropriate staff, supervision and training of personnel to carry out the necessary functions in an effective manner; without regard to any economic need test set forth in the State plan; and include the full range of services authorized in the Act, subject to the conditions, limitations and provisions with respect to the use and payments of supplemental security income program funds prescribed in 45 CFR 1361.125 and 1361.126; and in conformity with all requirements governing the State vocational rehabilitation program which are not inconsistent with 45 CFR Part 1361, Subpart E. The State agency submits budget estimates in accordance with 45 CFR 1361.127 and reports in accordance with 45 CFR 1361.128.

Sec. 1615,
Social Security
Act, as amended

Part 1361,
Subpart E

Effective Date: October 1, 1977

State South Carolina
 General or combined agency Voc.Rehab.Dept.
 Blind agency _____

LIST OF ATTACHMENTS TO PREPRINTED STATE VOCATIONAL REHABILITATION PLAN

(a) Submitted because required of all State agencies

- 2A List of Pertinent Laws and Interpretations
- 3.1.A Attorney General's Certification
- 3.3(a)A Organization and Functions of the Sole State Agency and VR Organizational Unit
- 3.3(a)B Organization Charts
- 4.1A Responsibility for Appointment of Personnel Under a Federally Approved
or
Merit System
- 4.1B Description of Personnel System Other than a Federally Approved Merit System
- 4.2A Basic Affirmative Action Plan for Equal Employment Opportunity
- 4.2B Affirmative Action Plan for Equal Employment Opportunity
- 4.3A Basic Affirmative Action Plan for Employment and Advancement Opportunity
- 4.3B Affirmative Action Plan for Employment and Advancement Opportunity for
Handicapped Individuals
- 8.3A Methods of Expanding and Improving Services to the Severely Handicapped
- 9.11(a)A Methods of Administration (Civil Rights)

(b) Submitted because of options chosen

- 1.3A Criteria of visual disability distinguishing responsibilities
of the general and blind agencies
- 8.1(d)A Changes in policy resulting from statewide studies and annual
program evaluation
- 8.2(a)A Groups of handicapped individuals in State agency's order of
selection (additional priorities)
- 8.2(b)A Changes in order of selection and outcomes and service goals

Effective Date October 1, 1977

State South Carolina

General or combined agency Voc. Rehab. Dept.

Blind agency _____

	<u>Citations</u>	
Rehabilitation Act as amended or as stated		<u>45 CFR</u>

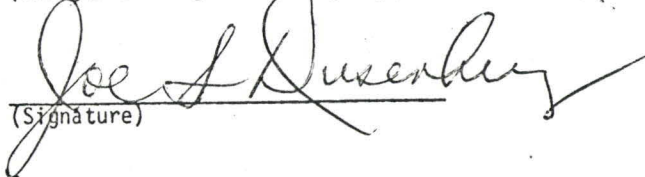
Effective dates and State official's signature

The effective date of this plan is October 1, 1977.

I hereby certify that I am authorized to submit this plan on behalf of

Date: June 30, 1977

S.C. Vocational Rehabilitation Department
(Designated single State agency)


(Signature)

Joe S. Dusenbury
(Typed name of signer)

Commissioner
(Title)

ATTACHMENT 1.3A SERVICES TO THE BLIND

The S. C. State Agency of Vocational Rehabilitation does not administer the program of vocational rehabilitation of the blind. Vocational rehabilitation of the blind is administered by the separate South Carolina Commission for the Blind as established by state law.

The criteria of visual disability distinguishing the responsibilities of the general and blind agencies are as follows. Those defined as "blind" or with "severe visual disability" are served exclusively by the Commission for the Blind.

(1) "Blindness" is defined as that level of central visual acuity, 20/200 or less in the better eye with correcting glasses, or a disqualifying field defect in which the peripheral field has contracted to such an extent that the widest diameter of visual field subtends an angular distance no greater than 20 degrees and which is sufficient to incapacitate him for self-support, or an 80% loss of visual efficiency resulting from visual impairment in more than one function of the eye, including visual acuity for distance and near, visual fields, ocular, mobility, and other ocular functions and disturbances. (2) "Severe Visual Disability" is defined as any progressive pathological condition of the eye or eyes supported by acceptable medical examination, which in the opinion of the examiner may or will result in legal blindness within 24 months.

STATE OF SOUTH CAROLINA

VOCATIONAL REHABILITATION LAW



DILL D. BECKMAN
Commissioner
400 Hampton Office Bldg.

August 1, 1971

CHAPTER 6.

VOCATIONAL REHABILITATION.

Sec.

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| 71-271. How chapter cited. | 71-279. Administration of chapter. |
| 71-272. Definitions. | 71-280. To whom services available; plan effective throughout State. |
| 71-273. Declaration of policy. | 71-281. Services to be available to disabled civil employees of United States. |
| 71-274. State Agency for Vocational Rehabilitation; appointment, qualifications and terms of members. | 71-282. Vocational rehabilitation fund. |
| 71-275. Chairman of Agency; meetings, compensation and mileage. | 71-283. Acceptance and use of gifts, etc., Federal grants and other funds. |
| 71-276. Duties and powers of Agency generally. | 71-284. Appropriations. |
| 71-277. Appointment and qualifications of Commissioner. | 71-285. Unlawful to use information derived from records. |
| 71-278. Duties and powers of Commissioner generally. | 71-286. Agency may provide assistance in moving personal effects. |

§ 71-271. How chapter cited.—This chapter shall be cited as "The Vocational Rehabilitation Act of South Carolina." (1957 (50) 114.)

§ 71-272. Definitions.—For the purposes of this chapter:

(1) The term "Agency" means the State Agency of Vocational Rehabilitation.

(2) The term "Commissioner" means the Commissioner of Vocational Rehabilitation appointed by the Agency.

(3) The term "vocational rehabilitation services" means diagnostic and related services (including transportation) incidental to the determination of eligibility for, and the nature and the scope of, services to be provided; training, guidance and placement services for physically handicapped individuals; and, in the case of any such individual found to require financial assistance with respect thereto, after full consideration of his eligibility for any similar benefit by way of pension, compensation, and insurance, any other goods and services necessary to render such individual fit to engage in a remunerative occupation (including remunerative homebound work), including the following physical restoration and other goods and services:

(a) Corrective surgery or therapeutic treatment necessary to correct or substantially modify a physical or mental condition which is stable or slowly progressive and constitutes a substantial handicap to employment, but is of such a nature that such correction or modification

VOCATIONAL REHABILITATION LAW

may reasonably be expected to eliminate or substantially reduce such handicap within a reasonable length of time;

(b) Necessary hospitalization in connection with surgery or treatment specified in paragraph (a) of this subsection;

(c) Such prosthetic devices as are essential to obtaining or retaining employment;

(d) Maintenance shall be furnished only in order to enable an individual to derive the full benefit of other vocational rehabilitation services being provided;

(e) Tools, equipment, initial stocks and supplies (including equipment and initial stocks and supplies for vending stands), books and training materials, to any or all of which the State may retain legal title; and

(f) Transportation (except where necessary in connection with determination of eligibility or nature and scope of services) and occupational licenses.

Such term also includes:

(g) The acquisition of vending stands or other equipment and initial stocks and supplies for use by severely handicapped individuals in any type of small business, the operation of which will be improved through management and supervision by the State Agency; and

(h) The establishment of public and other nonprofit rehabilitation facilities to provide services for physically handicapped individuals and the establishment of public and other nonprofit workshops for the severely handicapped.

(4) The term "*physically handicapped individual*" means any individual, except an individual qualifying under vocational rehabilitation of the blind, who is under a physical or mental disability which constitutes a substantial handicap to employment, but which is of such a nature that vocational rehabilitation services may reasonably be expected to render him fit to engage in a remunerative occupation, and persons who are severely handicapped and who are of employable age with a physical or mental disability so handicapping as to require that they be institutionalized or have the services of an attendant in order to provide themselves with their daily living requirements.

(5) The term "*remunerative occupation*" includes employment as an employee or self-employed; practice of a profession; homemaking, farm or family work for which payment is in kind rather than in cash; sheltered employment, and home industry or other homebound work of a remunerative nature.

(6) The term "*rehabilitation facility*" means a facility operated for the primary purpose of assisting in the rehabilitation of physically handicapped individuals:

VOCATIONAL REHABILITATION LAW

(a) Which provides for one or more of the following types of services:

- (i) testing, fitting, or training in the use of prosthetic devices,
- (ii) prevocational or conditional therapy,
- (iii) Physical or occupational therapy,
- (iv) adjustment training or
- (v) evaluation or control of special disabilities; or

(b) Through which is provided an integrated program of medical, psychological, social, and vocational evaluation and services under competent professional supervision; *provided*, that the major portion of such evaluation and services is furnished within the facility and that all medical and related health services are prescribed by, or are under the formal supervision of, persons licensed to practice medicine or surgery in the State.

(7) The term "*workshop*" means a place where any manufacture or handiwork is carried on and which is operated for the primary purpose of providing remunerative employment to severely handicapped individuals who cannot be readily absorbed in the competitive labor market.

(8) The term "*nonprofit*," when used with respect to a rehabilitation facility or a workshop, means a rehabilitation facility and a workshop, respectively, owned and operated by a corporation or association, no part of the net earnings of which inures, or may lawfully inure, to the benefit of any private shareholder or individual and the income of which is exempt from taxation under § 501 (c) (3) of the Internal Revenue Code of 1954.

(9) "*Establishment of a workshop or rehabilitation facility*" means:

(a) In the case of a workshop, the expansion, remodeling, or alteration of existing buildings necessary to adapt such buildings to workshop purposes or to increase the employment opportunities in workshops, and the acquisition of initial equipment necessary for new workshops or to increase the employment opportunities in workshops; and

(b) In the case of a rehabilitation facility, the expansion, remodeling, or alteration of existing buildings, and initial equipment of such buildings, necessary to adapt such buildings to rehabilitation facility purposes or to increase their effectiveness for such purposes (subject, however, to such limitations as the Secretary of the Department of Health, Education, and Welfare may by regulations prescribe in order to prevent impairment of the objectives of, or duplication of, other Federal laws providing Federal assistance to states in the construction of such facilities) and initial staffing thereof (for a period not exceeding one year).

(10) The term "*eligible physically handicapped individual*," when used with respect to diagnostic and related services, training, guidance and placement, means any physically handicapped person, except a person

VOCATIONAL REHABILITATION LAW

qualifying under vocational rehabilitation for the blind, whose vocational rehabilitation or self care rehabilitation is determined feasible by the Commissioner, and when used with respect to other vocational rehabilitation services means an individual meeting the above requirement who is also found by the Commissioner to require financial assistance with respect thereto, after full consideration of his eligibility for any similar benefit by the way of pension, compensation and insurance.

(11) The term "*self care rehabilitation services*" means such diagnostic, psychological, medical, surgical, physical restoration, guidance, training and related services including equipment and prosthetic appliances and training in their use needed to enable a severely handicapped person to dispense with or largely dispense with the need for institutional care or for the services of an attendant and to achieve, in so far as practicable, the ability for independent living. (1957 (50) 114; 1961 (52) 255.)

(12) The term 'eligible' or 'eligibility' when used in relation to an individual's qualification for vocational rehabilitation services means a certification that (1) a physical or mental disability is present; (2) a substantial handicap to employment exists; and (3) vocational rehabilitation services may reasonably be expected to render the individual fit to engage in a gainful occupation.

§ 71-273. Declaration of policy.—It is hereby declared to be the policy of this State to provide rehabilitation services to the extent needed and feasible, to eligible handicapped individuals throughout the State, to the end that they may engage in useful and remunerative occupations to the extent of their capabilities, thereby increasing their social and economic well-being and that of their families, and the productive capacity of this State and nation, also thereby reducing the burden of dependency on families and taxpayers. (1957 (50) 114.)

§ 71-274. State Agency for Vocational Rehabilitation; appointment, qualifications and terms of members.—The Governor shall appoint a State Agency of Vocational Rehabilitation to be composed of seven members, which Agency shall provide for the administration of this chapter. The members of the Agency shall consist of one member from each congressional district and one member at large. The Governor, upon the advice and consent of the Senate, shall appoint the members. The members first appointed having been designated by the Governor to serve for terms of one, two, three, four, five, six and seven years respectively, each member of the Agency thereafter shall be appointed for a term of seven years. The terms of office shall always remain staggered so that the term of one member shall expire every year with appointments to fill unexpired terms caused by death, resignation or disability. (1957 (50) 114.)

VOCATIONAL REHABILITATION LAW

§ 71-275. Chairman of Agency; meetings, compensation and mileage.—The Agency shall elect a chairman and shall meet quarterly in regular session and on call by the chairman when necessary for the transaction of Agency business. Agency members shall receive such per diem and mileage as is provided by law for members of boards, commissions and committees. (1957 (50) 114.)

§ 71-276. Duties and powers of Agency generally.—The Agency shall provide the vocational rehabilitation services authorized by this chapter to every physically handicapped individual determined by the Commissioner to be eligible therefor, as defined by § 71-272, subsection (10), and in carrying out the purposes of this chapter, the Agency is authorized, among other things:

(1) To cooperate with other departments, agencies and institutions, both public and private, in providing the services authorized by this chapter to disabled individuals, in studying the problems involved therein, and in establishing, developing and providing in conformity with the purposes of this chapter, such programs, facilities and services as may be necessary or desirable;

(2) To enter into reciprocal agreements with other states to provide for the services authorized by this chapter to residents of the states concerned;

(3) To conduct research and compile statistics relating to the provision of services to or the need of services by disabled individuals;

(4) To enter into contractual arrangements with the Federal Government and with other authorized public agencies or persons for performance of services related to vocational rehabilitation;

(5) To contract with schools, hospitals, and other agencies, and with doctors, optometrists, nurses, technicians and other persons, for training, physical restoration, transportation, and other vocational rehabilitation services;

(6) To take such action as may be necessary to enable the agency to apply for, accept and receive for the State and its residents the full benefits available under the Vocational Rehabilitation Act of Congress and any amendments thereto, and under any other federal legislation or program having as its purpose the providing of, improvement or extension of vocational rehabilitation services.

The Agency shall not assume responsibility for permanent custodial care of any individual and shall provide rehabilitation services only for a period long enough to accomplish the rehabilitation objective or to determine that rehabilitation is not feasible through the services which can be made available to the individual being served. (1957 (50) 114; 1961 (52) 255.)

§ 71-277. Appointment and qualifications of Commissioner.—The Agency shall appoint a Commissioner of Vocational Rehabilitation, in accordance

VOCATIONAL REHABILITATION LAW

with established personnel standards and on the basis of his education, training, experience and demonstrated ability. The Commissioner shall serve as secretary and executive officer of the Agency. (1957 (50) 114.)

§ 71-278. Duties and powers of Commissioner generally.—In carrying out his duties under this chapter, the Commissioner:

(1) Shall, with the approval of the Agency, make regulations governing personnel standards, the protection of records and confidential information, the manner and form of filing applications, eligibility, and investigation and determination therefor, for vocational rehabilitation and other services, procedures for fair hearings and such other regulations as he finds necessary to carry out the purposes of this chapter;

(2) Shall, with the approval of the Agency, establish appropriate subordinate administrative units;

(3) Shall, with the approval of the Agency, appoint such personnel as he deems necessary for the efficient performance of the functions of the Agency;

(4) Shall prepare and submit to the Agency annual reports of activities and expenditures and, prior to each regular session of the legislature, estimates of sums required for carrying out this chapter and estimates of the amounts to be made available for this purpose from all sources;

(5) Shall make certification for disbursement, in accordance with regulations, of funds available, for carrying out the purposes of this chapter;

(6) Shall, with the approval of the Agency, take such other action as he deems necessary or appropriate to carry out the purpose of this chapter;

(7) May, with the approval of the Agency, delegate to any officer or employee of this Agency such of his powers and duties, except the making of regulations and the appointment of personnel, as he finds necessary to carry out the purposes of this chapter. (1957 (50) 114.)

§ 71-279. Administration of chapter.—This chapter shall be administered under the general supervision and direction of the Agency by the Commissioner. (1957 (50) 114.)

§ 71-280. To whom services available; plan effective throughout State.—Pursuant to the policy declared in § 71-273, the vocational rehabilitation services shall be provided under this chapter to persons throughout the State, and the vocational rehabilitation plan adopted pursuant to this chapter shall be in effect in all political subdivisions of the State. (1957 (50) 114.)

§ 71-281. Services to be available to disabled civil employees of United States.—Rehabilitation services provided under the State plan shall be available to any civil employee of the United States disabled while in the

VOCATIONAL REHABILITATION LAW

performance of his duty, on the same terms and conditions as apply to other persons. (1957 (50) 114.)

§ 71-282. Vocational rehabilitation fund.—There is created a special fund, to be known as the vocational rehabilitation fund. The fund shall consist of all moneys appropriated by this State and all moneys received from the United States or any other source for such purpose, as provided by this chapter. All moneys in this fund shall be deposited, administered, and disbursed in the same manner and under the same conditions and requirements as provided by law for other public funds in the State Treasury. All moneys in this fund are appropriated and made available to the Agency, and shall be expended solely for the purposes of this chapter. Any balances in the fund shall not lapse at any time but shall be continuously available to the Agency for expenditure consistent with this chapter. The Agency, acting through the Commissioner shall issue its requisition for payment of all costs of administering this chapter to the Comptroller General, who shall draw his warrant in the usual form provided by law on the State Treasurer, who shall pay it by check on the vocational rehabilitation fund. (1957 (50) 114.)

§ 71-283. Acceptance and use of gifts, etc., Federal grants and other funds.—(1) The Commissioner may, with the approval of the Agency, accept and use gifts made unconditionally by will or otherwise for carrying out the purposes of this chapter. Gifts made under such conditions as in the judgment of the Agency are proper and consistent with the provisions of this chapter may be so accepted and shall be held, invested, reinvested, and used in accordance with the condition of the gift.

(2) The acceptance of Federal funds and other funds, and their use for vocational rehabilitation, subject to such restrictions as may be imposed by the donor and not inconsistent with this chapter, is hereby authorized.

(3) Federal grants and donations for vocational rehabilitation services, unless otherwise restricted, shall be available for all vocational rehabilitation services provided under the State plan, and also for the purpose, whenever Federal funds are made available to the State under § 3 of the Federal Vocational Rehabilitation Amendments of 1954, for the extension and improvement of vocational rehabilitation services, or under § 4 of such act for projects for research, demonstrations, training and traineeships, and for the planning for and initiating expansion of vocational rehabilitation services under the State plan. (1957 (50) 114.)

§ 71-284. Appropriations.—The General Assembly shall appropriate for vocational rehabilitation such sums as are necessary, along with available Federal and other funds, to carry out the purposes of this chapter. (1957 (50) 114.)

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§ 71-285. Unlawful to use information derived from records.—It shall be unlawful, except for purposes directly connected with the administration of the vocational rehabilitation program, and in accordance with regulations, for any person to solicit, disclose, receive, or make use of, or authorize, knowingly permit, participate in, or acquiesce in the use of, any list of, or names of, or any information concerning, persons applying for or receiving vocational rehabilitation, directly or indirectly derived from the records. (1957 (50) 114.)

§ 71-286. Agency may provide assistance to employees in moving personal effects.—The State Agency of Vocational Rehabilitation is hereby authorized to provide reasonable aid or assistance to its regular employees in moving their personal effects from one town or place to another town or place where their headquarters are so moved in the course of the business of the Department. (1967 (55) 608.)

PART II

Permanent Provisions

SECTION 1

It is hereby declared to be the intent of the General Assembly that the following sections shall constitute a part of the permanent laws of the State of South Carolina, and the Code Commissioner is hereby directed to include same in the next edition of the Code of Laws of South Carolina and all supplements to the Code.

SECTION 3

Operation of Alcoholic Center Transferred to State Agency of Vocational Rehabilitation

(1) The State Agency of Vocational Rehabilitation, acting with the counsel and advice of the South Carolina Commission on Alcoholism for the S. C. Alcoholic Center (the Center) shall have charge and exercise general supervision over the operation and maintenance of the Center, and shall determine policies governing admission to the Center subject to requirements and restrictions imposed by law; *provided, however*, that (a) admission to the Center shall be voluntary only, (b) admission to the Center shall be limited to residents of South Carolina, (c) patients who are able to pay for their medical care and hospitalization shall be required to do so, and (d) inmates of penal institutions and patients in hospitals, clinics, or institutions for the care and treatment of the mentally ill, mentally defective, epileptic, senile, and drug addicted, other than alcoholic,

VOCATIONAL REHABILITATION LAW

maintained or operated directly by, or under the control or supervision of, the South Carolina Mental Health Commission, shall not be admitted to the Center, except that the State Agency of Vocational Rehabilitation may collaborate with the South Carolina Probation, Pardon, and Parole Board and may admit probationers and parolees to the Center under such conditions of probation and parole as may be imposed by law and fixed by rules and regulations.

(2) The State Agency of Vocational Rehabilitation may accept and contract to receive grants of any kind from the Federal Government and gifts and grants of any kind from any other source, including grants or transfers of any property now or hereafter owned or controlled by the State, for the operation and maintenance of the Center.

(3) The Commissioner of the State Agency of Vocational Rehabilitation shall have the authority and discretion to appoint and remove all employees of the Center.

(4) The Commissioner of the State Agency of Vocational Rehabilitation shall fix the compensation of all officers and employees of the Center, subject to the approval of the State Budget and Control Board.

(5) The State Agency of Vocational Rehabilitation shall submit annually to the State Budget and Control Board its requests for appropriations for the operation, maintenance, expansion, or extension, of the Center for the following fiscal year.

Provided, that on the effective date of this Act all funds and property, real and personal, held by the South Carolina Commission on Alcoholism for the operation and maintenance of the Center shall be transferred to the State Agency of Vocational Rehabilitation. All funds now or hereafter appropriated for the operation and maintenance of the Center shall be expended under the direction of the Commissioner of the State Agency of Vocational Rehabilitation.

Provided, Further, that in addition to the rights, powers, duties, hereinbefore expressly granted, to the State Agency of Vocational Rehabilitation, the Agency is authorized and empowered to maintain and operate the Center with sufficient and competent administrative personnel to adequately staff and efficiently operate the Center headquarters at the location thereof, and to provide an inpatient hospital and clinical center to be centrally located so as to be conveniently accessible to patients from all parts of the State and suitably equipped and staffed with professional and trained personnel to carry on diagnostic, therapeutical, and experimental programs in applying medical, psychiatric, religious, and all other phases of treatment of alcoholism, and to extend rehabilitation services in the State.

Provided, Further, that the South Carolina Commission on Alcoholism shall study the problem of alcoholism in the State and consult with and

VOCATIONAL REHABILITATION LAW

advise the State Agency of Vocational Rehabilitation regarding the treatment and rehabilitation of alcoholics in the State and the operation of the Center. In addition, the South Carolina Commission on Alcoholism shall retain the powers and duties previously vested in it, except to the extent that those powers and duties are conferred upon the State Agency of Vocational Rehabilitation by this Act.

The State of South Carolina



Office of the Attorney General

JOHN P. WILSON
SENIOR ASSISTANT ATTORNEY GENERAL

WADE HAMPTON OFFICE BUILDING
POST OFFICE BOX 11549
COLUMBIA, S. C. 29211
TELEPHONE 803-758-3970
March 31, 1975

DANIEL R. McLEOD
ATTORNEY GENERAL
JOSEPH C. COLEMAN
C. T. GOOLSBY, JR.
DEPUTY ATTORNEYS GENERAL

Dr. Dill D. Beckman
Commissioner
South Carolina Vocational
Rehabilitation Department
301 Landmark Center
3600 Forest Drive
Post Office Box 4945
Columbia, South Carolina 29240

Re: Legal Authority of South Carolina
Vocational Rehabilitation Department.

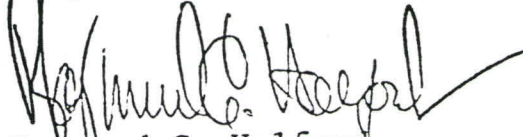
Dear Dr. Beckman:

This is to certify that the South Carolina Vocational Rehabilitation Department was created and established by Act No. 108 of the 1957 Acts [1957 (50) 114], commonly referred to as "The Vocational Rehabilitation Act of South Carolina". Act No. 108 is codified in Chapter 6, Title 71, Section 71-271, et seq., Code of Laws of South Carolina (1962) as amended. These provisions are the legal authority for the South Carolina Vocational Rehabilitation Department being denominated the State agency to receive and administer Federal funds for the purpose of vocational rehabilitation services in South Carolina, with the exception of the program of vocational rehabilitation of the blind which is administered by the South Carolina

Dr. Dill D. Beckman
March 31, 1975
Page two

Commission for the Blind [Chapter 6.1, Title 71, Section
71-291, et seq., Code of Laws of South Carolina (1962),
as amended].

Very truly yours,

A handwritten signature in dark ink, appearing to read 'Raymond G. Halford', with a long, sweeping horizontal stroke extending to the right.

Raymond G. Halford
Assistant Attorney General

RGH/cm

Organization of the State Agency:

(a) The South Carolina Vocational Rehabilitation Department is primarily responsible for the vocational rehabilitation program of the South Carolina Agency of Vocational Rehabilitation.

The State Agency of Vocational Rehabilitation was established by legislative act and its Board is recommended and appointed by the Governor with the consent of the Senate. The legislature places the Agency's relationship on the level with other major programs such as Public Education, Public Health, and Public Welfare.

The Agency consists of seven Board members duly organized to carry out the function of the law. The Board selects the Commissioner of the Vocational Rehabilitation Department, who also becomes the Executive Officer of the State Agency.

Functions and responsibilities of key staff members are included to more accurately reflect the functions of the agency.

(1) The Commissioner is responsible to the South Carolina State Agency of Vocational Rehabilitation for carrying out and enforcing the rules and regulations of the Agency with reference to the total vocational rehabilitation program. In carrying out these duties, he directs and coordinates the program and assumes the responsibility for the provision of adequate services and for uniformity in the application of all policies, rules and regulations.

(2) The Assistant Commissioner for Field and Case Services is primarily concerned with client program areas of the Department. He assists the Commissioner in planning policy and procedures for Board approval. He assists the Commissioner in the program affairs of the Vocational Rehabilitation Agency. He assists the Commissioner in planning, developing, coordinating and supervising the service delivery programs of the Department. He also assists in supervising the program provisions of the approved State Plan under the general supervision of the Commissioner.

(3) The Assistant Commissioner for Administration and Special Services is primarily concerned with the financial affairs of the Department. He assists the Commissioner in planning and developing policies and procedures for Board approval. Assists the Commissioner in the administrative affairs of the Vocational Rehabilitation Agency. Assists in the establishment and implementation of personnel, accounting and other business policies.

(4) The Supervisor of the Division of Workshops and Facilities is responsible to the Assistant Commissioner for Field and Case Services for the planning, developing, evaluating, and supervising of the workshop facilities and evaluation facilities throughout the State. This position involves responsibility for supervisory services in the area of workshops and facilities, in promoting new workshops and facilities, in evaluating established facilities, and in recommending types of services to be carried on in the workshops and facilities in the various communities throughout the State. He coordinates division services with other divisions of the Department.

(5) The Supervisor of Rehabilitation Services is responsible to the Assistant Commissioner for Field and Case Services for stimulating and promoting sound practice in providing rehabilitation services and in the delivery of case services, case planning and procedures, counseling and guidance, placement, follow-up, etc. He coordinates his work with other divisions of the Department.

(6) The Supervisor of the Division of the Vocational Rehabilitation-Public School and Youth Programs is responsible to the Assistant Commissioner for Field and Case Services for effecting an agreement with schools to provide rehabilitation services to the eligible handicapped youth. He promotes, organizes, and establishes facilities within the school which provide rehabilitation services over and above that being carried on by the school. The team approach will be used in bringing about comprehensive evaluations, personal adjustment training, prevocational and vocational training. A major portion of this may be effected within the schools, while other phases may be carried out within the community. He cooperates with the other divisions of the Vocational Rehabilitation Department in promoting total rehabilitation to these handicapped individuals.

(7) The Director of the Disability Determination Division is responsible to the Commissioner for the supervision of the operation of the Disability Determination Office. This office prepares disability determinations on applicants who have applied to their local Social Security Office for disability insurance benefits under the Social Security Administration Act. The Director is responsible also for referring potential cases to vocational rehabilitation in accordance with existing policies; for maintaining relationship with the medical profession of South Carolina to assure that satisfactory consultative examinations are obtained; and for maintaining a working relationship with Social Security District Offices and other divisions of the Rehabilitation Department.

(8) The Comptroller is responsible to the Assistant Commissioner, Administration and Special Services in assisting in planning, organizing, and directing the fiscal and accounting functions. He maintains accounts and related data and supervises activities of a varied staff of clerical and accounting personnel. He certifies vouchers for payment of proper claims.

(9) The Director of Administration assists the Assistant Commissioner for Administration and Special Services by performing internal audits of accounting records to insure validity, authenticity and legality of expenditures. He coordinates property management, inventory control and supply services.

(10) The Supervisor of the Research and Planning Division reports to the Assistant Commissioner for Field and Case Services and coordinates evaluation of special projects and service delivery programs and promotes research and the gathering and compiling of statistics. This position is on a statewide operational level and may be engaged in a total research effort or on various local levels in studying the processes and the work of the Rehabilitation Department in relationship to the needs of the State. He develops reports of research results and statistical information to be used for rehabilitation planning and promotion. He will coordinate his work with other divisions of the Department.

(11) The Departmental Training Coordinator plans and develops with other personnel an in-service staff development program. He develops techniques and methods for evaluating training needs of the staff and develops training plans in coordination with universities and colleges and special group training for strengthening the staff members of the rehabilitation program.

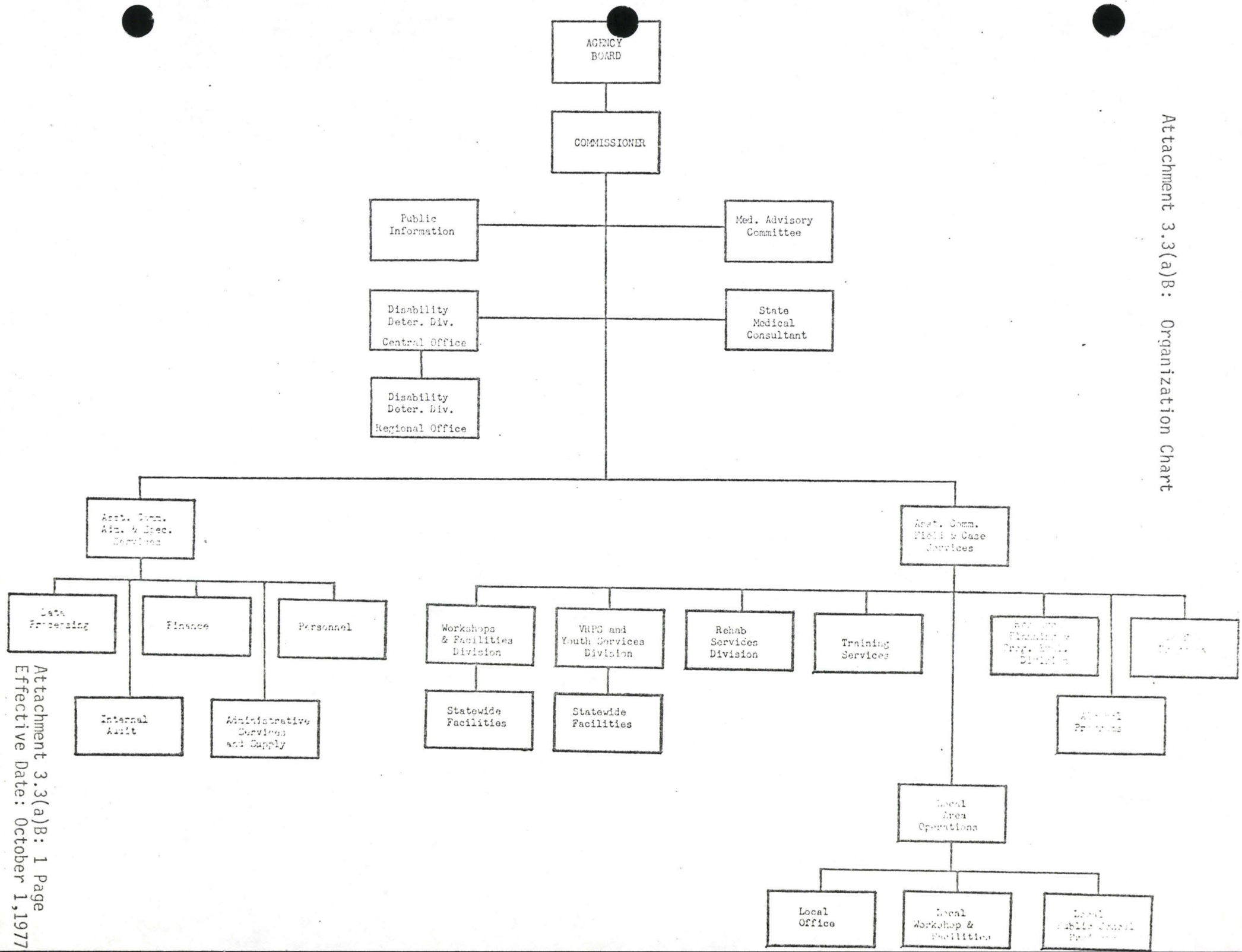
(12) The Program Specialist for the Deaf and Hearing Impaired supervises the Deaf and Hearing Impaired Program. He reports to the Assistant Commissioner for Field and Case Services. He supervises activities of specialty counselors for the deaf as well as coordinates programs within workshops and facilities programs.

(13) The Project Administrator, Alcoholism provides technical assistance to both Palmetto Center and Holmesview, treatment centers for alcoholics sponsored by Vocational Rehabilitation. He reports to the Assistant Commissioner for Field and Case Services. He provides supportive assistance to field counselors serving alcohol cases to members of an interagency governmental committee, designated by the Alcohol and Drug Commission to review grant applications and the awarding of formula funds.

The fore mentioned positions and all other classified positions in the Vocational Rehabilitation Program are a permanent part of the South Carolina Personnel Classification System.

The State Medical Consultant is responsible for giving technical advice and consultation to the State Commissioner and staff members designated by the Commissioner with respect to the medical aspects of the vocational rehabilitation program. His duties and responsibilities will be to furnish consultation to the State Staff on individual cases and specific medical problems; advise with regard to the execution of the policies for physical restoration; assist the Department in its contracts with the medical and associated professions; assist in training the rehabilitation casework staff with regard to physical rehabilitation methods; assist in the maintenance of standards established by the Department for the selection of physicians, hospitals, and other types of facilities; and to assist in the maintenance of standards established for rates of pay to physicians, hospitals, and other medical personnel and facilities.

The Area Medical Consultant is responsible for giving technical advice and consultation to the area supervisor and counselors regarding medical aspects of the rehabilitation program within the area; for interpreting to the medical profession the policies, procedures and standards established at the State level; and for assisting in the training of rehabilitation personnel in the technical phases of physical rehabilitation. His primary function is to give advisory services to the area staff on individual cases referred to him. The Area Medical Consultant attends staff meetings occasionally in order to participate in the planning and appraisal of the medical aspects of the rehabilitation program.



ATTACHMENT 4.1B TYPE OF PERSONNEL SYSTEM

Introduction: While not on an approved "merit system" the South Carolina Vocational Rehabilitation Department is a part of the South Carolina State Classification and Compensation System which includes all assurances required by 45 CFR 401.15(a). The system includes the following provisions:

(1) Recruitment: Active recruiting, based on established manpower needs, is conducted. Recruiting is directed to all appropriate applicant sources through various media in order to attract an adequate number of candidates for consideration. All such publicity indicates that the Department is an equal opportunity employer.

(2) Classification & Compensation: The Department adheres to the established South Carolina State Classification and Compensation Plan. This plan is established and maintained on a current basis and is available for public inspection.

(3) Selection: Applicants are selected through a multi-part assessment of attributes necessary for successful job performance. The assessment is based on performance tests, validated written tests, interviews, training and experience, and background and reference inquiries.

(4) Appointment: Applicants who meet the minimum qualifications of the job class as established by the State Classification System may be appointed should an appropriate vacancy exist. Appointments are made by the Commissioner and each appointee is employed within the salary range established by the state personnel system for the particular job class. Permanent appointment is based upon satisfactory performance during a one year probationary period.

(5) Career Advancement:

(a) Performance Appraisal: The Department utilizes a formal performance appraisal system, whereby an employee is evaluated systematically. This is done in order to assess training needs, and to provide a basis for decisions on placements, transfers, salary advancements, promotions, terminations and other personnel actions.

(b) Promotion: Positions are filled by promotion from within when it is in the best interest of the Department. Consideration is given to permanent employees and is based upon the meeting of minimum qualifications for the vacant job, demonstrated capacity, and the quality and length of service.

(6) Equal Employment Opportunity: In accordance with State and Federal laws and sound personnel practices this Department provides for equal practices in employment, terminations, up-grading, training, demotions and treatment of individuals. Employees and applicants are considered for opportunities on the basis of job related

individual differences and not on the basis of factors such as sex, race, age, physical or mental disability, creed, color, national origin, or political affiliation. This Department has developed and is implementing an approved affirmative action plan for equal employment. The plan provides for specific action steps and timetables to assure equal opportunity. Discrimination based on age or sex or physical disability will be prohibited except where specific age, sex or physical requirements constitute a bonafide occupational qualification. In cases of alleged discrimination the Department's grievance and appeal procedure may be utilized.

(7) Consistency with State Licensure Laws and Regulation: The Department's personnel policies and procedures are consistent with State licensure and other pertinent laws and regulations as they are applicable to the employees of the Department.

(8) Maintenance of Written Personnel Policies and Records: Written personnel policies and procedures are maintained and distributed to employees through the supervisory staff. Records of personnel activities are maintained and periodic reports are issued in order to evaluate personnel operations in relation to the Department's standards.

(9) Staffing: The Department insures that a sufficient number of staff are available to carry out the functions as outlined in the Rehabilitation Act and the staff has the appropriate qualifications to perform the established job duties. Such staff includes specialists in program planning and evaluation, staff development and training, medical consultation, rehabilitation facility development and utilization, expansion and improved services to the severely handicapped, and affirmative action for equal employment opportunity for the handicapped.

(10) Staff Development: The agency provides a program of staff development for all classes of positions within the agency. Staff development programs are based on (a) a systematic approach to the determination of training needs, and a system for evaluating the effectiveness of the training activities; (b) an orientation program for new staff; and (c) a plan for continuing training opportunities and career development for all classes of positions held under expert leadership at suitable intervals. The staff development program does not include leaves of absence for institutional or other organized training for full-time study. The State agency has established, in writing, the policies governing the granting of minimum release time, payment of tuition, and other regulations as related to in-service training.

(11) Political Activity: Employees engaged in the administration of the Vocational Rehabilitation program shall not participate in any political activity prohibited by the Hatch Act, but employees shall always have the right to express their views as a citizen and to cast their votes.

ATTACHMENT 4.2A: BASIC AFFIRMATIVE ACTION PLAN FOR
EQUAL EMPLOYMENT OPPORTUNITY

AFFIRMATIVE ACTION PLAN
FOR
MINORITIES, WOMEN, AND OLDER PERSONS
SOUTH CAROLINA VOCATIONAL REHABILITATION DEPARTMENT
J. S. DUSENBURY, COMMISSIONER

The first portion of this plan, Attachment 4.2A, consists of (1) the basic affirmative action plan which sets forth the agency's policies and objectives, administrative and supervisory responsibility, goal identification process, staff development process, and steps being taken to recruit and select qualified minorities, women, older persons, and handicapped individuals, (2) personnel instructions published in the Department's Administrative Manual, (3) the employee grievance and appeals procedures established to assure affirmative action, (4) grievance forms, and (5) work force availability data.

AFFIRMATIVE ACTION PLAN

1. Introduction - It is the policy of the S. C. Vocational Rehabilitation Department to implement fully an Equal Opportunity Program. This program provides for equal practices in employment, terminations, upgrading, training, assignment of work, rates of pay, use of facilities, transfers, promotions, demotions, and treatment of individuals.

A review of our equal opportunity employment record reveals that much progress has been made in recent years; however, improvements are still needed if we are to assure that genuine equal opportunity is extended to all people.

2. Equal Employment Opportunity Policy - It is the policy of this agency to recruit, hire, and promote employees without discrimination because of race, religion, color, political affiliation, physical disability, national origin, sex or age; except where sex or age is a bonafide occupational qualification. Furthermore, it is our policy to take affirmative action to remove any disparate effects of discrimination because of race, religion, color, national origin, sex or age; except where sex or age is a bonafide occupational qualification. This policy applies to all levels and phases of personnel administration such as recruitment or recruitment advertising, testing, hiring, promotion, transfer, leave policy and rates of pay. This Department submits this plan to assure its commitment to a program that provides an equal employment opportunity for all persons on the basis of job related individual differences. This is done not solely because of legal requirements, but because it is a basic element of human dignity.
3. Communicating Objectives - Allen T. Gantt, Jr. has been appointed the Equal Employment Opportunity Coordinator. This person is responsible for the overall administration of this plan. This person has the authority through the Commissioner to implement every facet of this plan, and this person has direct contact with all others who play a role in accomplishing the agency's goal.

All employees of this Department have been provided with the Affirmative Action Policy and in addition, the policy is placed on the bulletin board in all S. C. Vocational Rehabilitation Offices. All supervisors of this Department are advised of the Affirmative Action Policy in writing and in meetings, and are reminded of the existence of this policy at least four times each year; and a record of such reminders are maintained.

Each supervisor has been assigned specific responsibilities related to an affirmative action program in his specific work area. Supervisory responsibilities extend to explaining and discussing the affirmative action program with subordinates. Through our performance evaluation process, the supervisors and subordinates are evaluated in this particular area.

All officials and employees of this Department, as well as employment agencies, and advertising agencies with whom this agency deals, will be informed of this practice statement.

4. Identification of Problem Areas - Statistical data is collected, maintained and analyzed on a quarterly basis on employment of minority groups, women, handicapped and older persons in all organizational and geographic areas. An internal departmental review and evaluation is conducted in January and July of each year. This internal review and evaluation is aimed at all EEO affirmative action program activities. The periodic internal reports on EEO program problems and progress are submitted to the Commissioner and the problems are corrected through affirmative action. Employees are encouraged to raise questions concerning the EEO policy in regular weekly staff meetings and through our management training programs the program is communicated and problem-solving methods are discussed. Supervisory personnel and subordinates are informed that they should consult with the EEO officer if a problem develops.
5. Establishing Goals - Every effort will be made to adhere to the established goals and timetables, however, it is difficult to establish logical goals and timetables when the funding situation with this Department is unpredictable from year to year. The affirmative action goal is to recruit, train and promote females, blacks, handicapped and older persons into the total job range utilized by this Department. The ultimate purpose is that the staff of this Department will fairly represent the female, black, handicapped and older persons in our recruiting area.
6. Training and Upward Mobility - This department is in the process of developing a more comprehensive data bank on our employees in order to determine if there are any training gaps. The data bank is referred to when vacancies exist so that all employees are considered who meet the qualification required to perform the vacant job. When special training money is made available specialized training sessions will be conducted in conjunction with our management training program regarding the status of the employment of minorities, women, handicapped and older persons. Evidence of these training sessions will be maintained.
7. Recruitment and Selection - This department is increasing its efforts to attract, recruit, and hire qualified handicapped, minorities, women and older persons as employees. The supervisors and subordinates of this department are maintaining contacts with special interest groups of all protected classes, thereby developing a mutual understanding of the Vocational Rehabilitation Department and its goals for an affirmative action program of equal opportunity.

The best source of recruiting has been the institutions of higher learning, governmental agencies, and groups that represent protected employees. These valuable sources have been strengthened and expanded.

The Employment Application utilized by this department has been revised to eliminate any possibility of inadvertent discrimination.

A system is being developed to provide for a formal upgrading program which includes the following items:

- A. Job listing of vacancies.
- B. Equal opportunity to all employees to apply for upgrading.
- C. Fair selection standards.
- D. Follow-up to insure adequate performances.

Applicants are accepted for positions on the basis of job-related individual differences and not on the basis of factors such as race, age, religion, national origin, sex or handicapping conditions.

Each applicant applying in the personnel office is informed fully of the employment process (selection and placement). After the vocational rehabilitation program is fully explained, applicants are interviewed to determine their areas of interests. Once areas of interests are determined, the applicant is informed and referred to vacancies which would relate to their areas of interest. If a position is not available, information on the applicant is placed on an applicant registry for future consideration. The system has been reviewed to remove any possible inadvertent discrimination.

8. Grievances - (see appendix I)

This set of grievance procedures applies to any form of discrimination. An employee may utilize the formal grievance and appeal procedure to request a hearing by the agency and/or the State Employee Grievance and Appeal Committee.

9. Availability Data - Appendix II is availability data to serve as a guide for the recruitment of blacks and woman in South Carolina.

PURPOSE:

In accordance with the South Carolina Human Affairs Law, the Rehabilitation Act Amendments of 1974, the Equal Employment Opportunity Act of 1972 and sound personnel practices the South Carolina Vocational Rehabilitation Department provides for equal practices in employment, terminations, up-grading, training, demotions and treatment of individuals.

GENERAL POLICY:

The Equal Opportunity Program of this Department applies to both employees and applicants. Both are to be considered for opportunities with this Department on the basis of job-related individual differences and not solely on the basis of factors such as sex, race, color, creed, age, national origin, or physical disability. This Department adheres to this policy not solely because of legal requirements, but because it is a basic element of human dignity.

COMMUNICATING OBJECTIVES:

The Personnel Director is the Equal Opportunity Officer and through the Commissioner periodically reaffirms the Equal Opportunity Program. Each supervisor is responsible for taking positive affirmative actions within his specific work area. Supervisor responsibilities extend to explaining and discussing the affirmative action program with subordinates.

CLASSIFICATION AND COMPENSATION:

This Department continuously reviews the classification and compensation levels of its employees to assure equal pay for equal work regardless of sex, age, race, physical disability.

EMPLOYMENT PROCESS (RECRUITMENT, SELECTION AND PLACEMENT):

Supervisors should make every effort to attract, recruit and employ qualified employees from all minority groups. Applicants are accepted for positions on the basis of job-related individual differences and not on the basis of factors such as race, religion, national origin, sex, or physical disability.

OTHER PERSONNEL ACTIONS (PROMOTIONS, DEMOTIONS, TERMINATIONS, TRAINING, PERFORMANCE APPRAISALS):

Supervisors should keep the State Office Staff informed as to names of employees who can be considered for promotional and training opportunities. It is the responsibility of supervisors to counsel with employees on a periodic basis, thereby providing an opportunity to discuss grievances, training needs and career opportunities. Exit interviews should be conducted by supervisory staff to find reasons and solutions to any turnover problems.

WORK ENVIRONMENT:

Special efforts should be made by supervisory staff to assure that the work environment and atmosphere does not include discriminatory elements. An important element in eliminating discrimination in the work environment is the orientation of new employees.

COMPLAINT PROCEDURES:

Any employee who feels that they have been discriminated against should consult with their supervisor and refer to the Grievance Procedure Policy.

PURPOSE:

The purpose of this Policy is to provide a means whereby an employee who has six months of satisfactory employment with the Vocational Rehabilitation Department and feels that he has been subjected to unfair, discriminatory or abusive treatment may secure a hearing without delay and be assured of a prompt, orderly and fair response to the grievance or appeal

POLICY:

The South Carolina Vocational Rehabilitation Department recognizes the right of employees to present and seek answers to grievance without fear of restraint, interference, coercion, discrimination or reprisal.

Employees who submit a formal grievance to the Agency Grievance Committee level may elect to be accompanied by another state employee, a friend, and attorney, etc. However, only the employee may present the pertinent evidence at the Committee hearing.

Members of the Grievance and Appeal Committee, presently employed personnel involved in a grievance hearing, and witnesses may attend Committee hearings, without charge to leave or loss of pay. Employees may obtain from their supervisors a reasonable amount of time off without charge to leave or loss of pay for the purpose of securing advice on rights and privileges provided by this Policy and for obtaining information and assistance pertaining to their grievance which can only be obtained during normal working hours.

The Personnel Office will explain the procedures in detail to any employee and give assistance if needed. The predominant role of the Personnel Office in settling grievances is that of an advisor functioning objectively in a staff capacity. The Personnel Office is available to counsel with the employee and the supervisor in any phase of the formal grievance procedure.

Upon completion of the Employee Grievance and Appeal Committee hearing and the final decision, a copy of the Committee transcripts and other related correspondence will be forwarded to the Personnel Office for filing in the employee's Personnel folder. All transcripts, records and findings of the Committee are property of the South Carolina Vocational Rehabilitation Department and are confidential. The records will not be made available for review to anyone except Departmental employees designated by the Commissioner of the South Carolina Vocational Rehabilitation Department.

APPROVED

STATE PERSONNEL DIVISION

J. A. Mullins 8-30-76

PROCEDURE:

The formal grievance and appeal procedure will not be utilized until the employee has discussed his grievance with his immediate supervisor on an informal basis. The immediate supervisor should make every effort to resolve the problem on an informal basis. The employee's immediate supervisor should consult with his immediate supervisor concerning the problem or grievance. If the problem cannot be resolved on an informal basis, the employee may then utilize the formal grievance and appeal procedure. The following procedure shall regulate the submission, presentation and processing of all employee grievances.

Step One

If an employee has a problem or a grievance which cannot be resolved through the normal process of informal discussion, he may complete SCVR Form 64, Employee's Request for a Formal Grievance Hearing (See Exhibit 1). Copies of this form should be sent to the immediate supervisor and to the Personnel Office, and must be postmarked or received within 7 calendar days of the time that the facts on which the grievance is based became available to the grievant (employee). After an employee requests a formal hearing, the immediate supervisor will schedule a hearing within five (5) calendar days after the formal request is filed and will hear the grievance and review the facts in an impartial manner. The immediate supervisor may call higher level supervisors into the discussion if the employee agrees, or the immediate supervisor may consult with higher level supervisors outside the formal hearing to secure advice before making a decision.

The employee shall receive an answer within ten (10) calendar days after the start of the first step of the hearing, or the employee will be notified and advised as to when an answer may be expected. The immediate supervisor will complete SCVR Form 65, Summary of Supervisory Grievance Hearing (See Exhibit 2), and send copies to the employee requesting the hearing and to the Personnel Office.

When the employee is notified of the decision of the immediate supervisor, the employee will be advised that he has the right to appeal the immediate supervisor's decision if a mutually agreeable decision has not been made.

Step Two

If the employee feels that the decision reached in the first step is not satisfactory or if the employee fails to receive an answer within the designated period of time provided in the first step, the matter may be referred by the employee to the Employee Grievance and Appeal Committee. The Commissioner of the Vocational Rehabilitation Department shall appoint an ad hoc Employee Grievance and Appeal Committee which shall be composed of three (3) employees of the Department. Any request for review at this stage must be submitted in writing to the Commissioner of the Vocational Rehabilitation Department within five (5) calendar days after receipt of the first step decision. The employee should state clearly the nature of his grievance and why the decision in the first step is unfair.

APPROVED

STATE OF CONNECTICUT

J. A. Mullins 8-30-76

EMPLOYEE GRIEVANCE AND
APPEAL PROCEDURES
3-4 (Concluded)

The Employee Grievance and Appeal Committee will schedule a hearing within ten (10) calendar days after receiving the request for a hearing. The Committee shall conduct whatever hearings, interrogation, investigations and fact-finding activities necessary to determine the facts.

At the conclusion of the hearings by the Employee Grievance and Appeal Committee, it will be the responsibility of the Committee to inform the Commissioner of the Department within ten (10) calendar days after the Committee hearing of the details of the problem, the reasons why it was not resolved at lower levels, and recommendations of the Committee. The Commissioner of the Department will make a decision within five (5) calendar days after receiving the decision and recommendations of the Committee, and his decision shall be final with copies furnished to the employee and all concerned parties.

TIME LIMITS

Should the employee fail to meet any time limit, his grievance shall be considered to have been withdrawn, and the grievance shall not be processed further. However, time limits on both the agency and the aggrieved may be extended under extenuating circumstances with the agreement of both parties.

The Vocational Rehabilitation Department's grievance and appeal procedure shall not exceed the total of forty-five (45) calendar days time limit from beginning to end. Should the time period for the final decision exceed the forty-five (45) calendar days limit, an employee has the right to appeal directly to the State Employee Grievance Committee.

STATE EMPLOYEES GRIEVANCE COMMITTEE

Any employee who has six (6) months satisfactory service with the State may appeal a decision of the Department to the State Employees Grievance Committee. Such appeal must be in writing and submitted to State Personnel Division within ten (10) calendar days following the decision of the Department.

APPROVED

STATE PERSONNEL DIVISION

J. A. Miller 8-30-76

EMPLOYEE'S REQUEST FOR A FORMAL GRIEVANCE HEARING

Name _____ Position Title _____

Location _____ Supervisor _____

Date _____

NATURE OF GRIEVANCE AND THE REASON A FORMAL HEARING IS BEING REQUESTED:
(To be completed by employee)

Signature of Employee

Copies to: Immediate Supervisor
Personnel Office

Attachment 4.2A Page 10 of 12 Pages
Effective Date: October 1, 1977

SUMMARY OF SUPERVISORY GRIEVANCE HEARING

Employee Requesting Grievance Hearing _____

Place of Supervisory Hearing _____

Date of Hearing _____

1. Individuals in attendance at hearing:

(a) _____ (c) _____

(b) _____ (d) _____

2. Nature of Grievance:

3. Summary of Facts:

4. Supervisor's Decision(s):

5. Has employee been advised of right to appeal to VR Grievance Committee?

_____ Yes _____ No

Signature of Supervisor_____
Date

6. The Supervisor's decision has been discussed with and accepted by me.

Signature of Employee_____
DateCopies to: Employee Requesting Hearing
Personnel OfficeAttachment 4.2A Page 11 of 12 Pages
Effective Date: October 1, 1977

APPENDIX II

AVAILABILITY OF WORK FORCE

1. The state from which this agency draws most of its manpower has a labor force of approximately 991,844 persons. Of this number, approximately:

441,058	are White Males
288,703	are White Females
143,117	are Black Males
117,447	are Black Females
853	are Other Males
661	are Other Females

2. There are approximately 115,119 college graduates in this area. Of this number, approximately:

56,838	are White Males
45,374	are White Females
4,280	are Black Males
8,627	are Black Females
	are Other Males
	are Other Females

3. There are approximately 37,288 unemployed persons in this area, Of this number, approximately:

8,446	are White Males
11,842	are White Females
6,543	are Black Males
10,457	are Black Females
	are Other Males
	are Other Females

4. The source of the above data is:

1970 Census

ATTACHMENT 4.2B: AFFIRMATIVE ACTION PLAN FOR EQUAL
EMPLOYMENT OPPORTUNITY

AFFIRMATIVE ACTION PLAN
FOR
MINORITIES, WOMEN, AND OLDER PERSONS
SOUTH CAROLINA VOCATIONAL REHABILITATION DEPARTMENT
J. S. DUSENBURY, COMMISSIONER

The second portion of this plan, Attachment 4.2B, consists of
(1) two summary progress reports regarding the number and percent of
minorities, women, and older persons employed in the agency during FY/1976
and FY/1977 plus projected goals for the period FY/1978 - FY/1983,
(2) achievements during FY/1977 and problems encountered in carrying out
the affirmative action plan, and (3) year-end Affirmative Action Progress
Reports for June 30, 1976, and June 30, 1977, showing the number and per-
cent of persons in specific job categories and in E.E.O. target groups
who applied for employment, were hired, promoted, trained, and resigned.

PROGRESS REPORT AND GOALS

in

NUMBERS AND PERCENTAGES

FISCAL YEAR	Total Employees	White Male		White Female		Minority Male		Minority Female	
	Number	Number	%	Number	%	Number	%	Number	%
FY '76	1018	405	40	502	49	49	5	57	6
FY '77	1040	395	38	517	50	54	6	68	7
FY '78	1040	390	38	519	50	55	5	70	7
FY '83	1212	420	35	611	50	72	6	101	8

OLDER PERSONS

As of June 30, 1977 the South Carolina Vocational Rehabilitation Department had 1040 full-time employees. Of this number 38% were between the ages of 40 and 65. This percent represents 400 employees. For the past three fiscal years, we have shown an increase in the number of new hires age 40 and older. Outlined below is an analysis of our hiring practices for the past three fiscal years and a project for the next five fiscal years.

<u>Fiscal Year</u>	<u>New Hires</u>	<u>New Hires/Older Persons</u>	<u>Percent</u>
1975	132	8	6
1976	140	19	14
1977	168	34	20
1978	157	32	20
1979	167	34	21
1980	180	38	21
1981	188	39	22
1982	194	41	21

These figures for the FY 78-82 are based on projected turnover analysis with limited expansion being anticipated. We are trying to reach a goal of 42% of our workforce being over age 40 by FY 1982.

E E O Achievements and Problems FY 1977

During the past fiscal year there were significant increases in the following areas of equal employment opportunity.

- A higher percentage of blacks and females applied for jobs with the Department
- A higher percentage of blacks and females were employed with the Department
- There was a significant increase in the number of females promoted during FY '77
- During the last fiscal year the percentage of blacks and females resigning from employment has decreased

The problems that we have encountered during the past fiscal year have been primarily financial in nature. The Department has suffered numerous financial cuts which has affected the number of people employed. Even with this problem we have tried to maintain a proportionate number of black and females in our workforce.

I. SUMMARY ANALYSIS

AGENCY Vocational Rehabilitation

Include All Full Time Employees Except Agency Heads

REPORTING PERIOD
Beginning: 1-76 Ending 6-76

SUMMARY ANALYSIS																			
REPORTING PERIOD		WHITE									BLACK								
		MALE			FEMALE			TOTAL			MALE			FEMALE			TOTAL		
		NO.	%	MEAN SALARY	NO.	%	MEAN SALARY	NO.	%	MEAN SALARY	NO.	%	MEAN SALARY	NO.	%	MEAN SALARY	NO.	%	MEAN SALARY
1.	PRIOR PERIOD ENDING 12-75 (date)	410	39.30	13,796	522	50.04	8,576	932	89.35	10,872	47	4.50	10,793	59	5.65	8,030	106	10.16	9,255
2.	CURRENT PERIOD ENDING 6-76	405	39.78	14,445	502	49.31	9,049	907	89.09	11,459	49	4.81	11,200	57	5.59	8,572	106	10.41	9,787
3.	FIRST YEAR GOALS TO 6-77	403	39	14,806	508	48	9,275	911	87.76	11,745	58	6	11,480	64	6	8,786	122	11.	10,031
4.	THIRD YEAR GOALS TO 6-79	414	38	15,546	521	48	9,738	935	85.85	12,332	68	6	12,054	81	7	9,225	149	13.68	10,532
5.	FIFTH YEAR GOALS TO	420	37	16,323	539	47	10,224	959	83.90	12,948	81	7	12,656	97	8	9,686	178	15.37	11,058

Attachment 4.2B
Effective Date: October 1, 1977
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REPORTING PERIOD	ALL OTHER RACIAL CATEGORIES									TOTAL								
	MALE			FEMALE			TOTAL			MALE			FEMALE			TOTAL		
	NO.	%	MEAN SALARY	NO.	%	MEAN SALARY	NO.	%	MEAN SALARY	NO.	%	MEAN SALARY	NO.	%	MEAN SALARY	NO.	%	MEAN SALARY
PRIOR PERIOD ENDING <u>12-75</u>	1	.09	12,500	4	.38	8,357	5	.47	9,186	458	43.91	13,485	585	56.08	8,520	1043	100	10,700
CURRENT PERIOD ENDING <u>6-76</u>	1	.09	13,000	4	.39	8,870	5	.49	9,696	455	44.69	14,092	563	55.30	9,000	1018	100	11,276
FIRST YEAR GOALS TO <u>6-77</u>	1	.09	13,325	4	.36	9,091	5	.48	9,938	462	44.50	14,444	576	55.49	9,225	1038	100	11,557
THIRD YEAR GOALS TO <u>6-79</u>	1	.09	13,991	4	.36	9,545	5	.45	10,434	483	44.35	15,166	606	55.64	9,686	1089	100	12,134
FIFTH YEAR GOALS TO <u>6-81</u>	1	.08	14,690	5	.43	10,022	6	.52	10,995	502	43.91	15,924	641	56.08	10,170	1143	100	12,740

II. SUPPLEMENT TO EEOC FORM 4

AGENCY Vocational Rehabilitation

Include All Full-Time Employees Except Agency Heads

REPORTING PERIOD
Beginning 1-76 Ending 6-76

JOB CATEGORY: TOTAL IN CATEGORY PERCENT IN JOB CATEGORY	MALE							FEMALE							TOTAL
	WHITE	BLACK	SPAN. SURNAME	ASIAN AMER.	AMER. INDIAN	OTHER	TOTAL MALE	WHITE	BLACK	SPAN. SURNAME	ASIAN AMER.	AMER. INDIAN	OTHER	TOTAL FEMALE	
OFFICIALS/ADMINISTRATORS:															
TOTAL IN CATEGORY	23						23	2						2	25
PERCENT IN JOB CATEGORY	92						92	8						8	100
PROFESSIONALS:															
TOTAL IN CATEGORY	357	38					395	146	16	1			1	164	559
PERCENT IN JOB CATEGORY	64	7					71	26	3	.18			.18	29	100
TECHNICIANS:															
TOTAL IN CATEGORY	4	1				1	6	8						8	14
PERCENT IN JOB CATEGORY	28	7				7	42	58						58	100
PROTECTIVE SERVICE:															
TOTAL IN CATEGORY															
PERCENT IN JOB CATEGORY															100
PARAPROFESSIONALS:															
TOTAL IN CATEGORY	17	5					22	34	11					45	67
PERCENT IN JOB CATEGORY	25	8					33	51	16					67	100
OFFICE/CLERICAL:															
TOTAL IN CATEGORY								310	23			1	1	335	335
PERCENT IN JOB CATEGORY								93	7			.30	.30	100	100
SKILLED CRAFT WORKERS:															
TOTAL IN CATEGORY	1	1					2								2
PERCENT IN JOB CATEGORY	50	50					100								100
SERVICE/MAINTENANCE:															
TOTAL IN CATEGORY	3	4					7	2	7					9	16
PERCENT IN JOB CATEGORY	19	25					44	13	43					56	100
TOTAL WORKFORCE:															
GRAND TOTAL	405	49				1	455	502	57	1		1	2	563	1018
PERCENT OF WORKFORCE	40	50				.10	45	49	6	.10		.10	.20	55	100

III. SUMMARY OF PERSONNEL ACTIONS

AGENCY Vocational Rehabilitation

PERIOD ENDING June 30, 1976

INCLUDE ALL FULL-TIME EMPLOYEES EXCEPT AGENCY HEADS

JOB CATEGORY	APPLICANTS		NEW HIRES		PROMOTIONS		TRAINING		RESIGNATIONS		LAYOFFS		DEMOTIONS		DISMISSALS		DISCIPLINARY ACTIONS		JOB CATEGORY
	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	
OFFICIALS/ ADMINISTRATORS																			
MALE: WHITE	1	100					60	89	3	100									WHITE: MALE
BLACK							4	6											BLACK
OTHER																			OTHER
FEMALE: WHITE							2	3											WHITE: FEMALE
BLACK							1	2											BLACK
OTHER																			OTHER
TOTAL:	1	100					67	100	3	100									TOTAL
PROFESSIONALS																			
MALE: WHITE	46	27	5	56	12	80	155	57	10	45									WHITE: MALE
BLACK	17	10	2	22	2	13	18	7	3	14									BLACK
OTHER																			OTHER
FEMALE: WHITE	76	44	1	11	1	7	90	33	7	32									WHITE: FEMALE
BLACK	34	19	1	11			9	3	2	9									BLACK
OTHER																			OTHER
TOTAL:	173	100	9	100	15	100	272	100	22	100									TOTAL
TECHNICIANS																			
MALE: WHITE																			WHITE: MALE
BLACK																			BLACK
OTHER																			OTHER
FEMALE: WHITE																			WHITE: FEMALE
BLACK																			BLACK
OTHER																			OTHER
TOTAL:																			TOTAL
PROTECTIVE SERVICE																			
MALE: WHITE																			WHITE: MALE
BLACK																			BLACK
OTHER																			OTHER
FEMALE: WHITE																			WHITE: FEMALE
BLACK																			BLACK
OTHER																			OTHER
TOTAL:																			TOTAL

JOB CATEGORY	APPLICANTS		NEW HIRES		PROMOTIONS		TRAINING		RESIGNATIONS		LAYOFFS		DEMOTIONS		DISMISSALS		DISCIPLINARY ACTIONS		JOB CATEGORY
	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	
PARAPROFESSIONALS																			
MALE: WHITE	2	22	2	67			4	22	1	33									WHITE: MALE
BLACK	1	11					2	11											BLACK
OTHER																			OTHER
FEMALE: WHITE	6	67					10	56	1	33									WHITE: FEMALE
BLACK			1	33			2	11	1	33									BLACK
OTHER																			OTHER
TOTAL:	9	100	3	100			18	100	3	100									TOTAL
OFFICE/CLERICAL																			
MALE: WHITE																			WHITE: MALE
BLACK																			BLACK
OTHER																			OTHER
FEMALE: WHITE	19	76	22	96	1	50	50	79	28	97									WHITE: FEMALE
BLACK	6	24	1	4	1	50	13	21	1	3									BLACK
OTHER																			OTHER
TOTAL:	25	100	23	100	2	100	63	100	29	100									TOTAL
SKILLED CRAFT																			
MALE: WHITE																			WHITE: MALE
BLACK																			BLACK
OTHER																			OTHER
FEMALE: WHITE																			WHITE: FEMALE
BLACK																			BLACK
OTHER																			OTHER
TOTAL:																			TOTAL
SERVICE/MAINTENANCE																			
MALE: WHITE			2	67															WHITE: MALE
BLACK																			BLACK
OTHER																			OTHER
FEMALE: WHITE																			WHITE: FEMALE
BLACK			1	33															BLACK
OTHER																			OTHER
TOTAL:			3	100															TOTAL
TOTAL EMPLOYEES																			
MALE: WHITE	49	23	9	23	12	70	219	52	14	25									WHITE: MALE
BLACK	18	9	2	5	2	12	24	6	3	5									BLACK
OTHER																			OTHER
FEMALE: WHITE	101	49	23	61	2	12	152	36	36	63									WHITE: FEMALE
BLACK	40	19	4	11	1	6	25	6	4	7									BLACK
OTHER																			OTHER
TOTAL:	208	100	38	100	17	100	420	100	57	100									TOTAL

AGENCY Vocational Rehabilitation

ONE, THREE, AND FIVE YEAR GOALS

DATE FORM COMPLETED August 1976

JOB CATEGORY	PRESENT WORKFORCE						PROJECTED JOB OPENINGS		PROJECTED WORKFORCE													
	WHITE MALE	BLACK MALE	OTHER MALE	WHITE FEMALE	BLACK FEMALE	OTHER FEMALE			TOTAL IN CATEGORY	MALE						FEMALE						
										WHITE		BLACK		OTHER		WHITE		BLACK		OTHER		
							NUMBER	% IN CATEGORY		NUMBER	% IN CATEGORY	NUMBER	% IN CATEGORY	NUMBER	% IN CATEGORY	NUMBER	% IN CATEGORY	NUMBER	% IN CATEGORY			
OFFICIALS/ ADMINISTRATORS	23			2					23	92						2	8					1977
							2	3	5	23	92					2	8					1979
										23	82	1	4			4	14					1981
PROFESSIONAL							55	10	65	353	62	44	7			151	26	19	3	2	.35	1977
							62	21	83	360	61	49	8			156	26	23	4	2	.33	1979
	357	38		146	16	2	65	22	87	364	60	57	9			160	26	28	5	3	.49	1981
TECHNICIAN								3	3	5	30	2	12	1	6	9	52					1977
								3	3	6	30	3	15	1	5	9	45	1	5			1979
	4	1	1	8			1	4	5	7	30	5	21	1	4	8	33	3	12			1981
PARAPROFESSIONAL							6	2	8	17	25	7	11			33	47	12	17			1977
							4	8	12	21	27	10	13			31	40	15	20			1979
	17	5		34	11		2	3	5	22	28	12	15			30	37	11	20			1981
PROTECTIVE SERVICE																						1977
																						1979
																						1981
OFFICE/CLERICAL							68	2	70							309	92	26	8	2	.59	1977
							70	29	89							318	89	36	10	2	.56	1979
				310	23	2	72	22	94							332	87	44	12	1	.52	1981
SKILLED CRAFT										1	50	1	50									1977
										1	50	1	50									1979
	1	1					1		1	1	50	1	50									1981
SERVICE/ MAINTENANCE							2	3	5	4	21	4	21			4	21	7	37			1977
							2		2	3	16	5	26			5	26	6	32			1979
	3	4		2	7		1		1	3	16	5	26			5	26	6	32			1981
TOTAL							131	20	151	403	39	58	6	1	.09	508	48	64	6	4	.38	1977
							138	51	189	414	38	68	6	1	.09	521	48	81	7	4	.35	1979
	405	49	1	502	57	4	144	54	198	420	37	81	7	1	.08	539	47	97	8	5	.43	1981

The South Carolina Department of Vocational Rehabilitation has a cooperative agreement with the South Carolina Department of Mental Health to provide Vocational Rehabilitation services to the patients at the hospital and, in this agreement, employees are placed and recorded on the Department of Mental Health payroll after the South Carolina Vocational Rehabilitation Department approves and recommends that individual for employment. The breakdown of employees in this category is as follows:

<u>MALE</u>		<u>FEMALE</u>	
White	Black	White	Black
15	5	21	6
Total		Total	
20		27	

SOUTH CAROLINA STATE HUMAN AFFAIRS COMMISSION

AFFIRMATIVE ACTION PROGRESS REPORT

NAME OF REPORTING AGENCY South Carolina Vocational Rehabilitation Department

AGENCY HEAD J. S. Dusenbury Commissioner
(Name) (Title) (Signature)
EEO OFFICER Allen T. Gantt, Jr. Personnel Director
(Name) (Title) (Signature)

SEMI-ANNUAL REPORTING PERIOD ENDING:

YEAR 1977

June 30 X

December 31

PLEASE SUBMIT THE FOLLOWING FOR FULL-TIME EMPLOYEES ONLY:

- I. SUMMARY OF PERSONNEL ACTIONS
- II. OPTIONAL COMMENTS OR REQUEST FOR ASSISTANCE

SUMMARY OF PERSONNEL ACTIONS

AGENCY S. C. Vocational Rehabilitation

Include All Full-Time Employees Except Agency Heads

REPORTING PERIOD 1-1-77 to 6-30-77

JOB CATEGORY	APPLICANTS		NEW HIRES		PROMOTE INTO CATEGORY		PROMOTE WITHIN CATEGORY		PROMOTE OUT OF CATEGORY		TRAINING		RESIGNATIONS		LAYOFFS		DEMOTIONS		DISMISSALS		DISCIPLINARY ACTIONS		TOTAL WORK FORCE	
	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%
Officials/ Administrators																								
Male: White	2	100	1	100	1	100					9	100	3	75									21	95
Black																								
Other																								
Female: White													1	25									1	5
Black																								
Other																								
Totals: White	2	100	1	100	1	100					9	100	4	100									22	100
Black																								
Other																								
Male	2	100	1	100	1	100					9	100	3	75									21	95
Female													1	25									1	5
Total	2	100	1	100	1	100					9	100	4	100									22	100
Professionals																								
Male: White	54	26	5	20			30	60	1	100	203	65	16	64									349	61
Black	21	10	3	12			1	2			14	4	1	4									40	7
Other																								
Female: White	89	43	13	52	3	75	18	36			74	24	7	28									158	27
Black	43	21	3	12	1	25	1	2			23	7	1	4									25	4
Other			1	4																			3	.01
Totals: White	143	69	18	72	3	75	48	96	1	100	277	88	23	92									507	88
Black	64	31	6	24	1	25	2	4			37	12	2	8									65	11
Other			1	4																			3	.01
Male	75	36	8	32			31	62	1	100	217	69	17	68									389	68
Female	132	64	17	68	4	100	19	38			97	31	8	32									186	32
Total	207	100	25	100	4	100	50	100	1	100	314	100	25	100									575	100
Technicians																								
Male: White			1	50																			5	33
Black	1	100																					1	7
Other																							1	7
Female: White			1	50			1	100	1	100													8	53
Black													1	100										
Other																								
Totals: White			2	100			1	100	1	100													13	87
Black	1	100											1	100									1	7
Other																							1	7
Male	1	100	1	50																			7	47
Female			1	50			1	100	1	100			1	100									8	53
Total	1	100	2	100			1	100	1	100			1	100									15	100

SUMMARY OF PERSONNEL ACTIONS

AGENCY S. C. Vocational Rehabilitation

Include All Full-Time Employees Except Agency Heads

REPORTING PERIOD 1-1-77 to 6-30-77

JOB CATEGORY	APPLICANTS		NEW HIRES		PROMOTE INTO CATEGORY		PROMOTE WITHIN CATEGORY		PROMOTE OUT OF CATEGORY		TRAINING		RESIGNATIONS		LAYOFFS		DEMOTIONS		DISMISSALS		DISCIPLINARY ACTIONS		TOTAL WORK FOR	
	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%
Protective Service																							1	100
Male: White																								
Black																								
Other																								
Female: White																								
Black																								
Other																								
Totals: White																							1	100
Black																								
Other																								
Male																							1	100
Female																								
Total																							1	100
Para-Professionals																								
Male: White	3	9	2	50			1	50			4	11	2	50									15	23
Black	8	26	1	25							2	6											6	9
Other																								
Female: White	11	35	1	25			1	50			21	60	2	50									33	51
Black	7	23									8	23											11	17
Other	2	6																						
Totals: White	14	45	3	75			2	100			25	71	4	100									48	74
Black	15	48	1	25							10	29											17	26
Other	2	6																						
Male	11	35	3	75			1	50			6	17	2	50									21	32
Female	20	65	1	25			1	50			29	83	2	50									44	68
Total	31	100	4	100			2	100			35	100	4	100									65	100
Office/Clerical																								
Male: White			1	3																			1	01
Black																								
Other																								
Female: White	46	55	32	86			11	92	3	75	167	90	31	89									314	92
Black	37	45	4	11			1	8	1	25	19	10	4	11									25	7
Other																							2	01
Totals: White	46	55	33	89			11	92	3	75	167	90	31	89									315	92
Black	37	45	4	11			1	8	1	25	19	10	4	11									25	7
Other																								
Male			1	3																			1	01
Female	83	100	36	97			12	100	4	100	186	100	35	100									341	99
Total	83	100	37	100			12	100	4	100	186	100	35	100									342	100

Effective Date: 4-28-77
Attachment Page 13 of 16 Pages
October 1, 1977

SUMMARY OF PERSONNEL ACTIONS

AGENCY S. C. Vocational Rehabilitation

Include All Full-Time Employees Except Agency Heads

REPORTING PERIOD 1-7-77 to 6-30-77

JOB CATEGORY	APPLICANTS		NEW HIRES		PROMOTE INTO CATEGORY		PROMOTE WITHIN CATEGORY		PROMOTE OUT OF CATEGORY		TRAINING		RESIGNATIONS		LAYOFFS		DEMOTIONS		DISMISSALS		DISCIPLINARY ACTIONS		TOTAL WORK FORCE
	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.
SKILLED CRAFT																							
Male: White																							1
Black																							1
Other																							50
Female: White																							
Black																							
Other																							
Totals: White																							1
Black																							1
Other																							50
Male																							2
Female																							
Total																							2
SERVICE/MAINTENANCE																							
Male: White	1	100							1	100													2
Black			2	50																			6
Other																							33
Female: White			2	50									1	100									3
Black																							7
Other																							39
Totals: White	1	100	2	50					1	100			1	100									5
Black			2	50																			13
Other																							28
Male	1	100	2	50					1	100													8
Female			2	50									1	100									10
Total	1	100	4	100					1	100			1	100									18
Male: White	60	18	10	14	1	20	31	48	2	29	216	40	21	30									395
Black	30	9	6	8			1	2			35	6	1	1									54
Other																							1
Female: White	146	45	49	67	3	60	31	48	4	57	262	48	42	60									517
Black	87	27	7	10	1	20	2	2	1	14	50	9	6	9									68
Other	2	1	1	1																			5
Totals: White	206	63	59	81	4	80	62	95	6	86	478	88	63	90									912
Black	117	36	13	18	1	20	3	5	1	14	66	12	7	10									122
Other	2	1	1	1																			6
Male	90	28	16	22	1	20	32	49	2	29	232	43	22	31									450
Female	235	72	57	78	4	80	33	50	5	71	312	57	48	69									590
Total	325	100	73	100	5	100	65	100	7	100	544	100	70	100									1040

Effective Date: 1-28-77
 Attachment 1, 1977
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JOB CATEGORY	PRESENT WORKFORCE						PROJECTED JOB OPENINGS		PROJECTED WORKFORCE												
									TOTAL IN CATEGORY	MALE						FEMALE					
	WHITE		BLACK		OTHER					WHITE		BLACK		OTHER							
	WHITE MALE	BLACK MALE	OTHER MALE	WHITE FEMALE	BLACK FEMALE	OTHER FEMALE	ATTRITION	EXPANSION	NUMBER	% IN CATEGORY	NUMBER	% IN CATEGORY	NUMBER	% IN CATEGORY	NUMBER	% IN CATEGORY	NUMBER	% IN CATEGORY	NUMBER	% IN CATEGORY	
Officials/ Administrators	21			1		-	-	-	21	92				1	8					1978	
						2	2	4	23	88				3	12					1980	
						1	2	3	23	82	1	4		3	10	1	4			1982	
Professionals	349	40		158	25	55	-	55	342	59	41	7		163	28	26	5	3	.01	1977	
						64	35	99	348	57	43	7		187	31	29	5	3	.05	1979	
						72	48	120	362	55	50	8		206	31	36	6	4	.06	1981	
Technicians	5	1	1	8		1	-	1	5	33	1	7	1	7	46	1	7			1977	
						2	4	6	6	32	2	10	1	5	42	2	10			1979	
						3	4	7	7	30	3	13	1	4	9	39	3	13		1981	
Protective Service	1					-	-	-	1	100										1977	
						1	2	3	1	50	1	50								1979	
						-	-	-	1	50	1	50								1981	
Para- Professionals	15	6		33	11	6	-	6	16	25	7	11		31	47	11	17			1977	
						7	6	13	17	24	8	11		33	47	13	18			1979	
						7	8	15	19	24	10	13		35	44	15	19			1981	
Office/ Clerical	1			314	25	73	-	73	1	.03				313	92	26	8	2	.06	1977	
						82	30	112	1	.03				338	91	32	9	2	.05	1979	
						92	24	116	1	.03				351	89	41	10	3	.08	1981	
Skilled Craft	1	1				-	-	-	1	50				1	50					1977	
						-	3	3	1	33	1	33		1	33					1979	
						1	3	4	1	33	1	33		1	33					1981	
Service/ Maintenance	2	6		3	7	1	-	1	3	17	6	33		3	17	6	33			1977	
						2	2	4	4	20	5	25		5	25	6	30			1979	
						3	3	6	6	26	6	26		6	26	5	22			1981	
Total Workforce	395	54	1	517	68	136	-	136	390	38	55	5	1	.01	519	50	70	7	5	.05	1978
						160	84	244	401	36	60	5	1	.01	575	51	82	7	5	.04	1980
						179	92	271	420	35	72	6	1	.01	611	50	101	8	7	.06	1982

The South Carolina Department of Vocational Rehabilitation has a cooperative agreement with the South Carolina Department of Mental Health to provide Vocational Rehabilitation services to the patients at the hospital and, in this agreement, employees are placed and recorded on the Department of Mental Health payroll after the South Carolina Vocational Rehabilitation Department approves and recommends that individual for employment. The breakdown of employees in this category is as follows:

<u>MALE</u>		<u>FEMALE</u>	
<u>White</u>	<u>Black</u>	<u>White</u>	<u>Black</u>
10	4	14	6
<u>Total</u>		<u>Total</u>	
14		20	

ATTACHMENT 4.3A: BASIC AFFIRMATIVE ACTION PLAN FOR EMPLOYMENT AND
ADVANCEMENT OPPORTUNITY FOR HANDICAPPED INDIVIDUALS

AFFIRMATIVE ACTION PLAN
FOR
HANDICAPPED INDIVIDUALS
SOUTH CAROLINA VACATIONAL REHABILITATION DEPARTMENT
J. S. DUSENBURY, COMMISSIONER

The first portion of this plan, Attachment 4.3A, consists of
(1) the basic affirmative action plan which sets forth the agency's policies and objectives, administrative and supervisory responsibility, goal identification process, staff development process, and steps being taken to recruit and select qualified handicapped individuals, (2) the employee grievance and appeals procedures established to assure affirmative action, (3) grievance forms, and (4) the estimated working age population in South Carolina with a work disability.

Affirmative Action Plan for the Handicapped

1. INTRODUCTION

It is the policy of the South Carolina Vocational Rehabilitation Department to implement fully an Equal Opportunity Program for the physically and mentally handicapped. This program provides for equal practices in employment, termination, upgrading, training, assignment of work, rates of pay, use of facilities, transfers, promotions, demotions, and treatment of the individuals.

2. EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

It is the policy of this agency to recruit, hire, and promote employees without discrimination because of race, religion, color, physical disability, national origin, sex or age. This policy applies to all levels and phases of personnel administration such as recruitment, recruitment advertising, testing, hiring, promotion, transfer, leave policy, and rates of pay. This department publicizes this plan to assure its commitment to a program that provides an equal employment opportunity for all persons on the basis of jobs related individual differences. There is conspicuous posting of the agency's affirmative action policy in each office.

3. COMMUNICATING OBJECTIVES

The Personnel Director is the Equal Opportunity Officer. This person has been appointed by the Commissioner and is responsible for the overall administration of this plan. This person has the authority through the Commissioner to implement every facet of this plan, and this person has direct contact with all others who play a role in accomplishing the agency's goal.

Each supervisor has been assigned specific responsibilities related to an affirmative action program in his specific work area. Supervisory responsibilities extend to explaining and discussing the affirmative action program with subordinates. Supervisors will submit periodically to the Personnel Director an analysis of the recruiting, hiring, and training of the handicapped.

4. IDENTIFICATION OF PROBLEM AREAS

Statistical data is collected, maintained, and analyzed periodically on employment of the handicapped in all organizational and geographic areas.

5. ESTABLISHING GOALS

The Affirmative Action Goal is to recruit, train, and promote handicapped individuals into the total job range utilized by this Department. Goals have been established by taking the percentage of the disabled population in South Carolina and applying this to our agency work force and, on a quarterly

basis, these goals are discussed with agency supervisory personnel. Based on availability data, this department has reached its affirmative action goal in regards to employment of the handicapped. It is the policy of this agency to maintain this standard.

6. TRAINING AND UPWARD MOBILITY

This Department has developed a comprehensive data bank on our employees in order to determine if there are any training gaps. The data bank is referred to when vacancies exist so that all handicapped employees who meet the qualification required to perform the vacant jobs are considered. When special training money is made available specialized training sessions will be conducted in conjunction with our management training program regarding the status of the employment of the handicapped. Evidence of these training sessions will be maintained.

7. RECRUITMENT AND SELECTION

This Department is increasing its efforts to attract, recruit, and employ handicapped individuals. The supervisors and subordinates of the agency are maintaining contacts with handicapped persons; thereby, this being the best source of recruiting. At the time a position does become vacant, supervisors will look at the more severally disabled for consideration in filling the vacancy. There is an annual review of all positions within the Department in regards to identification of positions to be filled by the handicapped.

The Employment Application utilized by this Department has been revised to eliminate any possibility of inadvertent discrimination.

This department is acutely aware of the environmental and attitudinal barriers existing to the employment of the handicapped. Every effort is being made to provide the handicapped equal rights in all respects of the employment situation.

8. FACILITIES

The policy set forth in this Affirmative Action Plan will be made available to all rehabilitation facilities throughout the State because these facilities are owned and operated by the South Carolina Vocational Rehabilitation Department.

9. BARRIERS

Since the handicapped citizens of the state are the source of Vocational Rehabilitation services, this agency is acutely aware of the environmental barriers faced by the handicapped. Each of our facilities is accessible to and usable by the physically handicapped person.

10. GRIEVANCE

This set of grievance procedures applies to any form of discrimination. An employee may utilize the formal grievance and appeal procedure to request a hearing by the Employee Grievance and Appeal Committee or the State Employees Grievance Committee.

PURPOSE:

The purpose of this Policy is to provide a means whereby an employee who has six months of satisfactory employment with the Vocational Rehabilitation Department and feels that he has been subjected to unfair, discriminatory or abusive treatment may secure a hearing without delay and be assured of a prompt, orderly and fair response to the grievance or appeal

POLICY:

The South Carolina Vocational Rehabilitation Department recognizes the right of employees to present and seek answers to grievance without fear of restraint, interference, coercion, discrimination or reprisal.

Employees who submit a formal grievance to the Agency Grievance Committee level may elect to be accompanied by another state employee, a friend, and attorney, etc. However, only the employee may present the pertinent evidence at the Committee hearing.

Members of the Grievance and Appeal Committee, presently employed personnel involved in a grievance hearing, and witnesses may attend Committee hearings, without charge to leave or loss of pay. Employees may obtain from their supervisors a reasonable amount of time off without charge to leave or loss of pay for the purpose of securing advice on rights and privileges provided by this Policy and for obtaining information and assistance pertaining to their grievance which can only be obtained during normal working hours.

The Personnel Office will explain the procedures in detail to any employee and give assistance if needed. The predominant role of the Personnel Office in settling grievances is that of an advisor functioning objectively in a staff capacity. The Personnel Office is available to counsel with the employee and the supervisor in any phase of the formal grievance procedure.

Upon completion of the Employee Grievance and Appeal Committee hearing and the final decision, a copy of the Committee transcripts and other related correspondence will be forwarded to the Personnel Office for filing in the employee's Personnel folder. All transcripts, records and findings of the Committee are property of the South Carolina Vocational Rehabilitation Department and are confidential. The records will not be made available for review to anyone except Departmental employees designated by the Commissioner of the South Carolina Vocational Rehabilitation Department.

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PROCEDURE:

The formal grievance and appeal procedure will not be utilized until the employee has discussed his grievance with his immediate supervisor on an informal basis. The immediate supervisor should make every effort to resolve the problem on an informal basis. The employee's immediate supervisor should consult with his immediate supervisor concerning the problem or grievance. If the problem cannot be resolved on an informal basis, the employee may then utilize the formal grievance and appeal procedure. The following procedure shall regulate the submission, presentation and processing of all employee grievances.

Step One

If an employee has a problem or a grievance which cannot be resolved through the normal process of informal discussion, he may complete SCVR Form 64, Employee's Request for a Formal Grievance Hearing (See Exhibit 1). Copies of this form should be sent to the immediate supervisor and to the Personnel Office, and must be postmarked or received within 7 calendar days of the time that the facts on which the grievance is based became available to the grievant (employee). After an employee requests a formal hearing, the immediate supervisor will schedule a hearing within five (5) calendar days after the formal request is filed and will hear the grievance and review the facts in an impartial manner. The immediate supervisor may call higher level supervisors into the discussion if the employee agrees, or the immediate supervisor may consult with higher level supervisors outside the formal hearing to secure advice before making a decision.

The employee shall receive an answer within ten (10) calendar days after the start of the first step of the hearing, or the employee will be notified and advised as to when an answer may be expected. The immediate supervisor will complete SCVR Form 65, Summary of Supervisory Grievance Hearing (See Exhibit 2), and send copies to the employee requesting the hearing and to the Personnel Office.

When the employee is notified of the decision of the immediate supervisor, the employee will be advised that he has the right to appeal the immediate supervisor's decision if a mutually agreeable decision has not been made.

Step Two

If the employee feels that the decision reached in the first step is not satisfactory or if the employee fails to receive an answer within the designated period of time provided in the first step, the matter may be referred by the employee to the Employee Grievance and Appeal Committee. The Commissioner of the Vocational Rehabilitation Department shall appoint an ad hoc Employee Grievance and Appeal Committee which shall be composed of three (3) employees of the Department. Any request for review at this stage must be submitted in writing to the Commissioner of the Vocational Rehabilitation Department within five (5) calendar days after receipt of the first step decision. The employee should state clearly the nature of his grievance and why the decision in the first step is unfair.

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Attachment 4.3A Page 5 of 9 Pages
Effective Date: October 1, 1977

EMPLOYEE GRIEVANCE AND
APPEAL PROCEDURES
3-4 (Concluded)

The Employee Grievance and Appeal Committee will schedule a hearing within ten (10) calendar days after receiving the request for a hearing. The Committee shall conduct whatever hearings, interrogation, investigations and fact-finding activities necessary to determine the facts.

At the conclusion of the hearings by the Employee Grievance and Appeal Committee, it will be the responsibility of the Committee to inform the Commissioner of the Department within ten (10) calendar days after the Committee hearing of the details of the problem, the reasons why it was not resolved at lower levels, and recommendations of the Committee. The Commissioner of the Department will make a decision within five (5) calendar days after receiving the decision and recommendations of the Committee, and his decision shall be final with copies furnished to the employee and all concerned parties.

TIME LIMITS

Should the employee fail to meet any time limit, his grievance shall be considered to have been withdrawn, and the grievance shall not be processed further. However, time limits on both the agency and the aggrieved may be extended under extenuating circumstances with the agreement of both parties.

The Vocational Rehabilitation Department's grievance and appeal procedure shall not exceed the total of forty-five (45) calendar days time limit from beginning to end. Should the time period for the final decision exceed the forty-five (45) calendar days limit, an employee has the right to appeal directly to the State Employee Grievance Committee.

STATE EMPLOYEES GRIEVANCE COMMITTEE

Any employee who has six (6) months satisfactory service with the State may appeal a decision of the Department to the State Employees Grievance Committee. Such appeal must be in writing and submitted to State Personnel Division within ten (10) calendar days following the decision of the Department.

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EMPLOYEE'S REQUEST FOR A FORMAL GRIEVANCE HEARING

Name _____ Position Title _____

Location _____ Supervisor _____

Date _____

NATURE OF GRIEVANCE AND THE REASON A FORMAL HEARING IS BEING REQUESTED:
(To be completed by employee)

Signature of Employee

Copies to: Immediate Supervisor
Personnel Office

Attachment 4.3A Page 7 of 9 Pages
Effective Date: October 1, 1977

SUMMARY OF SUPERVISORY GRIEVANCE HEARING

Employee Requesting Grievance Hearing _____

Place of Supervisory Hearing _____

Date of Hearing _____

1. Individuals in attendance at hearing:

(a) _____ (c) _____

(b) _____ (d) _____

2. Nature of Grievance:

3. Summary of Facts:

4. Supervisor's Decision(s):

5. Has employee been advised of right to appeal to VR Grievance Committee?

_____ Yes _____ No

Signature of Supervisor_____
Date

6. The Supervisor's decision has been discussed with and accepted by me.

Signature of Employee_____
DateCopies to: Employee Requesting Hearing
Personnel OfficeAttachment 4.3A Page 8 of 9 Pages
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Availability Data

Based on 1970 census conducted by U. S. Department of Commerce

Population with work disability age 16-64

male	80,502
female	<u>79,343</u>
total	159,845

Total South Carolina population 2,590,509

Percent of population with work disability - 6.17%

ATTACHMENT 4.3B : AFFIRMATIVE ACTION PLAN FOR EMPLOYMENT AND
ADVANCEMENT OPPORTUNITY FOR HANDICAPPED INDIVIDUALS

AFFIRMATIVE ACTION PLAN
FOR
HANDICAPPED INDIVIDUALS
SOUTH CAROLINA VOCATIONAL REHABILITATION DEPARTMENT
J. S. DUSENBURY, COMMISSIONER

The second portion of this plan, Attachment 4.3B, consists of two basic documents. The first is a summary statement outlining (1) the Department's targets with respect to employment of handicapped individuals, (2) planned activities for the coming year to assure attainment of goals, and (3) achievements during the past year, (4) problems encountered in carrying out this plan. The second is a detailed list of the number of employees with specific handicapping conditions during the baseline years of FY 1975 and FY 1976 plus the current fiscal year, 1977.

ACHIEVEMENTS AND PROBLEMS FOR EMPLOYMENT
AND ADVANCEMENT OF THE HANDICAPPED

The South Carolina Vocational Rehabilitation Department has developed an active affirmative action plan whereby handicapped individuals are given the opportunity for employment and for advancement. As of June 30, 1977, this Department has a total 17% of its employees who are handicapped. This proportion is consistent through counselor, other professional and non-professional positions. The target for the Department in previous years has been to employ approximately twice the state-wide proportion of handicapped individuals available in the work population. According to the census report of 1970, approximately 6% of South Carolina work population (ages 16 - 64) are considered to be handicapped. Therefore, the Department has exceeded its target.

Planned activities during the coming fiscal year include a continuing emphasis on employment of handicapped individuals. The Department has established for itself a target of approximately three times the state-wide proportion of such workers. This means the Department seeks to have approximately 18% of its employees in all levels of employment in the coming months. To help achieve the goal of obtaining qualified individuals in professional positions, the Department has encouraged and has been supportive of the two graduate programs in rehabilitation counseling within the State of South Carolina to assign priorities in the admission of handicapped citizens. Specifically, a representative of this Department assists in the screening of students of both programs and seeks to assist the universities in the recruitment of qualified handicapped individuals for graduate study.

The Department has accommodated handicapped graduate students in practicum and internship opportunities. It is believed that these efforts have generated a proportion of handicapped applicants for the future.

The Department has taken an increasingly active role within the State with regard to the employment of the handicapped. The Commissioner of this Department serves as Chairman of the Governor's Committee on Employment of the Handicapped and because of this increased awareness pertaining to employment, the Department has expanded its own efforts.

Our professional staff has been thoroughly trained in Section 503 of the Rehabilitation Act of 1973. Our Department supports the active involvement of our staff in their effort to contact and work with the private sector of business in their activities regarding the employment of the handicapped.

Recently our Department took the initiative to contact the State Personnel Division with regard to the establishment of a training program for state government on Section 504 of the Rehabilitation Act of 1973.

We are co-sponsoring this workshop in conjunction with State Personnel and it will be conducted in September 1977.

Unfortunately, the last several years within South Carolina State government have not been years of growth or expansion of services but have instead been years of reduction in expenditures and personnel functions. Therefore, in terms of actual employments, the Department has not had the opportunities to express its own commitments toward this worthy goal. However, the picture appears to be improving somewhat since the Department is now able to refill certain positions. Although the budgetary crisis is far from resolved, that situation has improved somewhat and continued economic recovery is expected in South Carolina.

NUMBER OF VOCATIONAL REHABILITATION DEPARTMENT EMPLOYEES
WITH HANDICAPPING CONDITIONS, BY DISABILITY CATEGORY
FY 1975 - FY 1977

	FY 75	FY 76	FY 77
Blindness, both eyes			
116 - congenital malformation		1	
119 - ill-defined and unspecified causes	1	2	2
Blindness, one eye, other eye good			
131 - glaucoma	1	1	1
136 - congenital malformations	1	1	1
137 - accident, poisoning, exposure or injury	3	3	3
139 - ill-defined and unspecified causes	3	3	3
Other visual impairments			
140 - cataract	1	1	1
141 - glaucoma		1	1
146 - congenital malformations	1	1	1
147 - accident, poisoning, exposure or injury	1	1	1
149 - ill-defined and unspecified causes	3	4	4
Deafness, unable to talk			
202 - upper respiratory infections and other infectious diseases	1	2	2
Deafness, able to talk			
218 - accident, poisoning, exposure or injury	1	1	1
Other Hearing Impairments			
229 - ill-defined and unspecified causes	16	13	13
Impairment involving three or more limbs, or entire body			
300 - cerebral palsy			2
310 - arthritis and rheumatism	2	3	3
Impairment involving one or both upper limbs			
341 - congenital malformation		1	
354 - poliomyelitis	1	1	1
359 - all other accidents, injuries and poisoning	3	3	5
Impairment involving one or both lower limbs			
361 - congenital malformation or other ill-defined birth injury	2	2	3
363 - other diseases, infectious	2	1	1
370 - arthritis and rheumatism	2		
374 - poliomyelitis	3	2	4
379 - all other accidents, injuries and poisonings	5	3	4

	FY 75	FY 76	FY 77
Other and ill-defined impairments			
383 - other diseases, infectious	1	1	1
390 - arthritis and rheumatism	3	4	4
398 - accident and injuries, involving spinal cord	2	2	2
399 - all other accidents, injuries and poisonings	9	10	11
Loss of both major upper extremities			
419 - accidents, injuries and poisonings	1		
Loss of other and unspecified parts			
449 - accidents, injuries and poisonings	1	1	2
Psychotic Disorders			
500 - psychotic disorders	1	1	1
Psychoneurotic Disorders			
510 - psychoneurotic disorders	7	6	7
520 - alcoholism	9	8	6
Other conditions resulting from neoplasms			
605 - other malignant neoplasms	2	2	2
Allergic, endocrine system, metabolic and nutritional disease			
610 - hayfever and asthma	4	4	4
611 - other allergies	4	5	5
614 - diabetes mellitus	10	11	9
615 - other endocrine disorders	7	6	6
616 - cystic fibrosis	1	1	1
Diseases of the blood and blood forming organs			
620 - haemophilia	1	1	1
621 - sickle cell anemia		1	2
Other specified disorders of nervous system			
630 - epilepsy	3	5	5
Cardiac and circulatory conditions			
640 - congenital heart disease	1	1	1
641 - rheumatic fever and chronic rheumatic heart disease	1	2	2
642 - arteriosclerotic and degenerative heart disease	1	1	1
643 - other diseases or conditions of the heart	9	10	11
644 - hypertensive disease	12	14	16
646 - varicose veins and hemorrhoids	4	3	3
649 - other conditions of circulatory system	3	1	1

	FY 75	FY 76	FY 77
Respiratory diseases			
650 - tuberculosis of the respiratory system	7	6	6
654 - chronic bronchities and sinusitis	1	1	1
Disorders of digestive system			
661 - ulcer of stomach and duoderum	3	2	2
669 - other conditions of the digestive system	3	2	2
Conditions of genito-urinary system			
670 - other conditions of the genito-urinary systems	2	3	3
Speech impairments			
680 - cleft palate and harelip with speech imperfections	1	1	1
682 - stammering and stuttering	1	1	1
689 - other speech impairments	1	1	1
Disabling disease and conditions			
690 - disease and conditions of skin			1
699 - other disabling diseases and conditions n.e.c.	2	2	4
	<hr/>	<hr/>	<hr/>
Total	171	171	183
% of Workforce handicapped	15%	16%	17%

Attachment 8.1(d)A: Changes in Policy Resulting From Statewide
Studies and Annual Program Evaluation

A series of dramatic changes in policy and procedures are presently being made as a result of two primary types of program evaluation studies conducted during the past year: (a) case reviews and (b) an analysis of the agency's staffing patterns. Statelevel supervisors and program specialists conducted a systematic area-by-area review of a sampling of cases served as a basis for recommending policy and procedural changes, modifying the casework manual, developing content material for inservice training, determining case documentation needs, and determining procedures for improving the quality and timeliness of services.

Concurrently, a series of studies were made regarding the distribution of personnel resources and staffing patterns in the more than 70 rehabilitation sites throughout the state to determine what reallocation and reassignment of personnel might be made to improve service quality and efficiency. Analyses have been made of staffing patterns in all areas, facilities, and the state office. Observations were also made concerning specialty caseloads, special grants that will be terminating, rehabilitation programs in various institutions, and needs of the treatment center programs operated by the agency. Projections of personnel funds available in the immediate future were also taken into consideration in staffing pattern changes.

Additional procedural changes will be instituted during the coming year as a result of changes in the type of financial reporting required by state and federal governments, information needed by planning groups at various levels, management needs of the agency, and the agency's desire to improve its management systems.

The following is a list of policy and procedural changes initiated last year or expected to be initiated in FY 1978:

1. Redistribution of Workloads

As a result of program audits and personnel studies, a series of caseload and personnel assignment changes were made to bring about a better balance of the agency's total workload within areas and throughout the state as a whole. One result of the analyses was the establishment of essentially youth caseloads with counselors shifted into these positions who have demonstrated expertise in working with adolescents and young adults.

An analysis of personnel turnover rates and working conditions within certain program categories and work settings revealed several inconsistencies, particularly in some of the cooperative projects the Department had established with other agencies. Reallocations and reassignments of personnel are expected to produce a more equitable distribution of workload and great consistency among programs as to their production.

2. Reduction in Facility Personnel

The number of personnel positions in the state's facility network has been reduced as a result of studies made throughout the past two years. Substantial reductions have been made during the past two years in the cooperative programs with various institutions such as the State Hospital and the Department of Corrections Reception and Evaluation Center. Some of the institutional functions have been transferred to area offices where they will be performed in keeping with community rehabilitation program standards rather than institutional standards.

3. Comprehensive Rehabilitation Center

A Comprehensive Rehabilitation Center designed to serve severely disabled on a statewide basis has been constructed as a result of former statewide studies of service needs of the severely disabled. The Center has now been completed, a staff has been recruited and trained, and the first clients are entering the program.

4. Expansion of Holmesview Center for Alcoholics

After a forced reduction of personnel and program because of reduced financial resources during the past year, the Holmesview Rehabilitation Center for Alcoholics in the Piedmont section of the state has been expanded with a restructuring of personnel roles and responsibilities.

5. Two Special Programs Being Absorbed

Studies were made during the past year to determine the level of staffing appropriate for two programs for which special funds had been used. The decision was made that the special research and demonstration program for the deaf at the Opportunity School in West Columbia, whose funding will end in October, 1977, will be continued at basically the same level as before. This reflects the Department's view of the value of the program and its commitment to maintaining a leadership role in providing services to severely disabled deaf individuals throughout the state. In addition, the Department will absorb the staff and functions of the Conway Rehabilitation Center which has been operated on a facility improvement grant.

6. Termination of Caseloads

As the cost of case services, personnel, and all agency expenditures have increased more rapidly than the agency's revenue, it has been necessary to make major reductions in the number of personnel positions within the agency's Section 110 program. An additional \$1 million will be required during the coming year to absorb terminated programs, an increase in fee schedules, a merit increase for personnel, and the Comprehensive Center's operational costs. As a result, a number of personnel positions have been frozen, shifted, or terminated to allow for these expenditures. It is expected that additional caseloads will be terminated during the coming year. All of these changes are being made as the result of program, staffing pattern, case review and management studies made during the past two years.

7. Quality Control Personnel

As a result of case reviews within some of the statewide facilities, a shift in role is being made to provide for area quality control procedures. During the coming year, a further analysis will be made to determine the impact of the agency's previous policy of establishing full-time quality control personnel in each area office where the caseload made it feasible to do so and part-time quality control personnel in all others. Their distribution of workload and impact on policy within the office will be analyzed.

8. Expanded Computer Capability

After an analysis of current financial and administrative data being required, the agency has again expanded its computer capability. During the coming year, it will be converting to a terminal system which will result in reduced paper-filing and manual operation. Additional changes are being made in forms and internal reporting procedures which will result in more frequent and more accurate pictures of our operations and enable us to monitor our progress toward goals. A goal for the coming year will be to establish financial accounting systems by organizational component so we can know exactly what expenditures are for each organizational unit.

Attachment 8.2(a)A: ORDER OF SELECTION

A system of priorities has been established within the South Carolina Vocational Rehabilitation Department to assure that the most severely disabled will be served first in the event that case service resources are not sufficient for all individuals applying for service.

Three general priority groups have been established, each including a number of client disability groups. As may be noted, certain broad disability categories have been included in more than one priority group because the disability category includes one or more disorders having varying degrees of severity.

This order of priority system has been established for all Vocational Rehabilitation clients served with RSA Section 110, SSDI and SSI funds. It does not include clients served in programs funded fully through other resources such as the Title XX, LEAA, and CETA programs. Any priority reordering of services to these clients would have to be negotiated with the agencies involved. Outcome and service goals noted in Attachment 2B, however, will reflect all successful closures and clients served.

Priority ratings and service goals for the coming year are tentative and may need to be adjusted as further program evaluation data are obtained. In establishing its service delivery system, this agency has attempted to maintain a balanced program with an equitable distribution of services to persons in all races, sex groups, geographic areas, etc. A continuing analysis is constantly being made of the agency's allocation and use of resources in relation to the population of each area of the state. The strategy to serve more severely disabled must be developed cautiously and deliberately to prevent a disproportionate amount of the agency's resources going toward physical restoration services.

During the coming year, the Department expects to take applications from all individuals who apply for service. In keeping with Section 504, P.L. 93-112, no qualified handicapped individual will be excluded from participation in the program solely by reason of his handicap. All eligible individuals will be served with reasonable promptness in keeping with the availability of funds, personnel, facilities and other resources necessary for serving them.

If our monthly monitoring of applicants, client services provision, and financial status reveals the need for a reduction in services during the year, a decision will be made by the Commissioner regarding the degree and type of service reductions to keep within available resources. Standard organizational procedures will be followed to implement the decision.

Rather than excluding any disability groups from service, however, it is expected that most changes in the order of selection will come about gradually by (1) intensifying efforts of agency personnel to cultivate selected referral sources which tend to refer "high priority" clients and (2) modifying agency patterns of service to various types of handicapped individuals in keeping with their priority status.

An effort will be made to intensify the agency's relationship with referral sources referring significant numbers of clients who are (1) severely disabled, (2) physically impaired individuals with mobility problems who need help in reducing architectural barriers or restructuring work settings, (3) disabled public safety officers, and (4) clients in federally funded programs with which Vocational Rehabilitation has a cooperative agreement such as Trust Fund, S.S.I., L.E.A.A. and Title XX programs.

The following order of selection has been established:

Priority Group 1:

Individuals in these disability categories all tend to be severely disabled and are to receive first priority of service resources. During the coming year, it is expected that the number served and rehabilitated in these categories will increase.

200-219	Deaf
532-534	Mental Retardation (Moderate, Severe)
318,338,	Paraplegia, Quadraplegia, and Other Spinal Cord conditions
358,378,	
398	
602	Leukemia and aleukemia
616	Cystic fibrosis
620	Hemophilia
621	Sickle cell anemia
671	End-stage renal failure

Priority Group 2:

Individuals in these disabilities categories are considered as a second order or priority. Although the types of disabilities included in this group are not automatically classified as severe when considered alone, many of these individuals have multiple handicaps and may be considered severely handicapped provided they have additional functional limitations. During the coming year, it is expected that the number of general program clients served and rehabilitated in most of these categories will remain relatively constant if funds are received as expected.

120-149	Visual Impairment (Excluding blindness)
220-229	Hearing Impairment (Excluding deafness)
300-449	Amputations and Orthopedics (Excluding Spinal Cord Conditions)
500-510	Mentally Ill
630	Epilepsy
640-644	Heart Disease (Excluding other hypertensive, varicose veins, hemorrhoids and other circulatory)
651	Emphysema
652	Pneumoconiosis and asbestosis
653	Bronchiectasis
654	Chronic bronchitis and sinusitis
659	Other conditions of respiratory system

Priority Group 3:

Individuals having these types of disabilities are considered as a third order of priority and will be served provided sufficient funds are available. Most of the disability categories are not included on the list of clients to be considered severely disabled nor is it expected that the majority of these people will have multiple handicapping conditions. During the coming year, it is expected that the number of general program clients served and rehabilitated in most of these disability categories will decline slightly unless extenuating circumstances are noted in the outcomes and service goal remarks.

If program funds are reduced during the year, it is expected that services to persons in these disability categories will be curtailed first and probably more extensively than those in priority groups 1 and 2.

520	Alcoholism
521, 523	Drug Addiction and Abuse
522	Other Personality Disorders
530	Mental Retardation (Mild)
645-649	Heart Disease - hypertension, varicose veins, hemorrhoids, and other circulatory.
601, 680-689	Speech Impairments
600, 660-669	Digestive System Disorders
690-699, etc.	All other disabilities, N.E.C.
605	Other malignant neoplasms
609	Benign and unspecified neoplasms
610	Hay fever and asthma
611	Other allergies
614	Diabetes mellitus
615	Other endocrine system disorders (except code 616)
619	Avitaminoses and other metabolic diseases
629	Other anemia and diseases of the blood and blood forming organs (except code 602)
639	Other disorders of the nervous system, not elsewhere classified
650	Tuberculosis of the respiratory system
670	Genito-urinary system conditions (except code 671)

Attachment 8.2(b)A: OUTCOMES AND SERVICE GOALS

The impact of our placing priority on the severely disabled and intensifying services to groups of clients listed in Attachment 8.2(a)A of the State Plan will be reflected in the numbers served and rehabilitated during FY 1978. In addition to regular monitoring of our progress toward disability group goals listed below, data will be obtained regarding the number of total and severely disabled clients served and rehabilitated in each of the priority groups enumerated in 8.2(a)A for the base year FY 1977 and for each subsequent year.

DISABILITY	DISABILITY GROUP GOALS			
	TO BE SERVED		TO BE REHABILITATED	
	1977	1978	1977	1978
1. Blind	-0-	-0-	-0-	-0-
2. Visually Impaired	3,604	3,328	840	816
3. Deaf	612	640	108	120
4. Hard of Hearing	1,496	1,472	336	348
5. Amputations and Orthopedics	8,840	8,384	1,476	1,488
6. Paraplegia, Quadraplegia, Other Spinal Cord Conditions	340*	330*	60 *	62 *
7. Mentally Ill	6,052	5,632	1,128	1,116
8. Other Personality Disorders	8,976	8,320	1,488	1,464
9. Alcoholism	2,244	1,920	468	432
10. Drug Addiction	136	64	24	12
11. Mental Retardation	10,200	9,280	1,680	1,584
12. Epilepsy	1,088	1,152	108	132
13. Heart Disease	2,244	2,112	336	336
14. Speech Impairments	272	256	48	48
15. Digestive System Disorders	4,012	3,264	1,152	1,104
16. All Other Disabilities	18,224	18,176	2,808	3,000
17. Total	68,000	64,000	12,000	12,000

* Included in Line 5 above but not duplicated in the total, Line 17.

Attachment 8.2(b)A: Page 1 of 2 Pages
Effective Date: October 1, 1977

Service Goal Adjustments For FY 1978

During the coming year, the number of individuals to be served by the Vocational Rehabilitation Department is expected to be approximately six percent less than last year although the total number of rehabilitations will probably remain the same. The primary reason for projecting a reduction in number served is that the cost of both case services and agency provided services is increasing more rapidly than are the Department's state and federal operating funds. In addition, the emphasis on serving the severely disabled and administrative changes designed to improve the quality of case management has reduced the total number of clients being served at any one time.

Although it should be expected that fewer funds will generally result in fewer rehabilitations, program refinements and increased efficiency initiated during the past year are expected to assure that the number rehabilitated in FY 1978 will remain constant.

The greatest increases in clients served and rehabilitated are expected to be in several specific disabilities tending to be classified as severely disabled which are included in the general category listed as "All other disabilities."

As the referral network to the special epilepsy program at the Medical University in Charleston is functioning well, an increase in epileptics served and rehabilitated is expected.

Slight increases are expected in the number of individuals served and rehabilitated in view of the specialized program and facility South Carolina has for that disability group.

The greatest reductions in the number of individuals served will be those with digestive system disorders, mild mental retardation, alcoholism, mental illness, other personality disorders, and drug addiction. Most of the disability categories expected to show significant decreases in the number served or rehabilitated are those included in the Department's Priority Group 3. Most of these disability categories do not include clients generally considered severely disabled nor is it expected that the majority will have multiple handicapping conditions.

A reduction in the upper level of I.Q. score considered mildly mentally retarded is one primary factor in the expected reduction in mentally retarded clients to be served and rehabilitated next year.

Part of the reduction of clients with "other personality disorders" to be served in the program during FY 1978 will be because of the reduced number of family court clients served in several of the current and former LEAA funded programs.

Attachment 8.3A: Methods of Expanding and Improving Services
To The Severely Handicapped

In keeping with its policy of stressing services to severely handicapped individuals, South Carolina had made definitive plans for expanding and improving services to the state's severely disabled population in FY 1978. The program for next year will be a continuation of several activities initiated during the past year but will also include other activities to be initiated as a result of recent program evaluation and planning efforts.

A broad range of activities has been planned including: (1) utilization of consultation and advisory resources, (2) involvement of handicapped individuals in defining ways of improving programs, (3) continuing the case review and monitoring system established during the past year, (4) reallocation and reassignment of personnel to better serve severely disabled individuals, (5) revising or implementing recent revisions of the Case Service Manual and Workshops and Facilities Manual so that policies and procedures for serving the severely handicapped may become clearer to all personnel, (6) increasing program evaluation and planning activities, and (7) utilizing the inservice training program to help personnel modify their service activities as required to reach established program goals.

Examples of proposed activities for FY 1978 have been grouped in this attachment into three major categories, i.e. those illustrating policy areas, programming areas, and management areas.

A. Policy Areas

1. Program Planning, Evaluation and Statewide Studies

During the past year, the Assistant Commissioner coordinated a series of indepth program evaluation reviews in each area of the state, utilizing statelevel supervisory personnel to conduct the studies. The findings and specific instructions for improving services have been shared with local supervisors, quality control specialists, and all professional personnel. A monitoring system is being developed to assess future changes in case documentation, selection of eligible applicants, and provision of substantial services.

Building upon the stepping stones laid during the past year, the Department is now planning another series of program evaluation activities for FY 1978 to assure improvement of services to all clients, particularly severely handicapped individuals. A major goal of program evaluation at this time is to establish baseline data for individual geographic areas, facilities, disability groups, and special programs so that more specific goals and standards may be set for the years to come and the Department may measure its future progress in a more definitive manner.

Further studies will explore the needs of different types of clients and the contribution of various types of personnel, facilities, programs and patterns of service toward meeting these needs. Annual reviews study the reasons why clients drop out of the program and determine ways of reducing this loss. Client followup studies will evaluate the long-term effectiveness of the program and client satisfaction with services.

2. Order of Selection Established

As indicated in Attachment 8.2(a)A, a system of priorities has been established within the Department to assure that the most severely disabled will receive priority services during times of reduced resources. Three general priority groups have been established. During FY 1978, it is expected that the number of individuals served will increase in Priority Group 1, i.e. in those disability categories tending to be severely disabled, while the number of individuals served in Priority Group 3, i.e. those with lesser degrees of severity, will tend to decrease. Guidelines for implementing this Order of Selection have been written, entered into the Case Service Manual, and incorporated into inservice training programs.

An additional emphasis is being planned for FY 1978 and FY 1979 to encourage all VR personnel to (1) educate existing referral sources regarding the priority system, (2) emphasize contacts and further development of referral sources who refer primarily severely disabled individuals, (3) de-emphasize contacts with referral sources who tend to refer non-severely disabled individuals, and (4) develop new referral sources who will refer severely disabled persons to the program.

A monitoring system has been devised whereby monthly and quarterly reports are generated to provide measures of percentages of clients who are severely disabled and the actual numbers of individuals in various priority categories who have been served and rehabilitated. As the year progressed, additional counseling, supervisory, and clerical personnel training will be initiated as needed to help assure achievement of priority goals.

3. Policy Consultation with Consumers and Advisory Groups

In keeping with Federal Rules and Regulations as published in the Federal Register, November 25, 1975, Section 1361.19, the S. C. Vocational Rehabilitation Department has developed various methods and means by which the views of individuals and groups are taken into account in connection with matters of general agency policy development and implementation arising in the administration of the State Plan for vocational rehabilitation services.

Continued association with a variety of committees, councils and boards concerned with patterns of services to handicapped individuals has enabled the South Carolina Vocational Rehabilitation Department to maintain a steady flow of information from the members of these organizations regarding program or policy changes needed to better meet the needs of the handicapped. A significant number of these individuals are handicapped or represent groups of handicapped persons.

These individuals and groups include (1) recipients of vocational rehabilitation services, or their parents, guardians, or other representatives, (2) providers of vocational rehabilitation services; and (3) others active in the field of vocational rehabilitation. They include a Medical Advisory Committee, Commission on Alcoholism, Advisory Council on Deafness, the S. C. Rehabilitation Association Board, a network of 13 workshop Facility Advisory Boards, and many other interagency councils and committees. The following narrative is a description of the methods used to obtain and consider such views on policy development and implementation.

Medical Advisory Committee

The Vocational Rehabilitation Department maintains a Medical Advisory Committee. This committee is appointed by the Department, and is concurrently recognized by the S. C. State Medical Association as its official Committee on Vocational Rehabilitation Services. Thus, members of this advisory committee serve in a joint role, for the Department and for the Medical Association. The chairman of the Medical Advisory Committee is also the Chief Medical Consultant to the Department, a part-time paid position. The Chief Medical Consultant is also active in the Medical Association, and has long served as an officer of the Association in various capacities.

The Medical Advisory Committee includes numerous providers of vocational rehabilitation services from communities throughout South Carolina, and all members are, by their participation in this committee, active in the field of vocational rehabilitation. The duties of this advisory committee include advising the Department as to policies and procedures which should be implemented in keeping with medical aspects of vocational rehabilitation. They advise the Department of new technology pertaining to treatment, diagnosis and evaluation, and thereby have impact on policies and procedures adopted by the Department.

S. C. Commission on Alcoholism

In keeping with the provisions of the S. C. Vocational Rehabilitation Law, Part II, Section 3, the S. C. Commission on Alcoholism "shall study the problem of alcoholism in the State and consult with and advise the State Agency of Vocational Rehabilitation regarding the treatment and rehabilitation of alcoholics" Therefore, individuals who serve as members of the Commission on Alcoholism also have advisory responsibility to the Vocational Rehabilitation Department in the area of alcohol rehabilitation.

Advisory Council on Deafness

As part of the recent emphasis on expanding vocational rehabilitation services to the deaf and hearing impaired, the Department has established an Advisory Council on Deafness. This council serves in an advisory capacity to make recommendations relative to agency policy and procedure as pertains to unmet service needs of deaf individuals.

This advisory council includes deaf recipients of vocational rehabilitation services, parents of recipients of vocational rehabilitation services, providers of vocational rehabilitation services, and others active in the field of vocational rehabilitation. Representatives of major State agencies are participants on this council, as are representatives of various client organizations, including the S. C. Association of the Deaf.

Workshop Facility Advisory Boards

Each of the thirteen (13) Vocational Rehabilitation Workshop facilities operated by the Department has a volunteer Advisory Board composed of interested individuals from within the local community the workshop serves. These local advisory boards are comprised of professional and lay leaders, many of whom are parents of recipients of vocational rehabilitation services, or are providers of vocational rehabilitation services in the community. The primary purpose of each Workshop Facility Advisory Board is to provide input from the community as to the rehabilitation needs of the handicapped population in each respective area.

In order to maximize direct communications between local workshop facility advisory boards and the Department, in all instances the Department's Area Supervisory is a member of the advisory board. In addition, State Office supervisory staff are present at local board meetings in order to further provide liaison between the community and the Department. As a result of these direct and continuing relationships between advisory board members and supervisory staff, an effective means for obtaining the views of individuals and groups is maintained in each area of the state.

Evaluation Standards Reviews

As part of the Department's compliance with Evaluation Standards as published in the Federal Register, December 19, 1975, Section 1370.5, the Department regularly shall contact and seek the views of recipients of vocational rehabilitation service. Hundreds of former clients of the Department are contacted each year with particular emphasis on the client's satisfaction with vocational rehabilitation services, and on the views of former clients as to policies and procedures of the Department. These studies conform to criteria established for evaluation standard studies and reviews.

Client Inquiries and Complaints

With the large number of clients, referrals, and applicants who come in contact with the Department each year there are always inquiries and/or complaints about decisions, policies or procedures of the Department. In an effort to make certain that such questions or views of recipients of vocational rehabilitation (or potential or previous recipients) or of other interested citizens are known to the top administrative officers of the Department, all such inquiries to the State Office are handled directly by the Office of the Commissioner or the Assistant Commissioner for Field and Case Services. This responsibility is not delegated to lower levels of administration and the results of any investigations are made known directly to the Commissioner. In this way the views of individuals and all related facts concerning the matter are immediately communicated to the agency administration.

S. C. Chapter of the National Rehabilitation Association

The Department enjoys a close and fruitful working relationship with the South Carolina Chapter of NRA. As a result of this relationship, the Board of the State National Rehabilitation Association has a constant opportunity to make known its views about policies and procedures of the Department to top level administrators of the Vocational Rehabilitation Department. At each Board meeting of the S. C. National Rehabilitation Association, the Commissioner, Assistant Commissioners and other key administrative staff are invited to meet with the Board in an opportunity to share views and ideas. The local National Rehabilitation Association Board consists of providers of vocational rehabilitation services and various other citizens interested in vocational rehabilitation, thus providing yet another means for the views of individuals to become known to the Department.

Participation in Interagency Council and Committees

The Department has long been an active participant in various councils and committees within South Carolina. As a result of these many organizations, representatives of the Department are constantly in contact with various other providers of vocational rehabilitation services. For example, the Department has always been appointed to membership on the Developmental Disabilities Council, a group composed of numerous service providers, handicapped individuals, some of whom are recipients of Department services, and other interested citizens. In addition, the Department has official membership in many interagency and community organizations, all of which allow additional opportunities for individuals and groups to make known their views regarding vocational rehabilitation services, policies and procedures.

White House Conference and Governor's Committee

The agency's Supervisor of Research, Planning and Program Evaluation was appointed by the Governor as the Director of the State White House Conference on Handicapped Individuals. In that capacity, he has met with a wide variety of individuals and small groups of handicapped persons throughout the state to assess their needs and concerns. A systematic effort has been made to obtain feedback from these individuals regarding VR Department's policies and programs.

In addition, a state level program specialist has major responsibility for serving as liaison with Mayor's Committees on Employment of the Handicapped. In that capacity, he too has been obtaining feedback from consumers regarding the VR Department's policies and programs.

During FY 1978, additional plans will be devised whereby handicapped individuals met through the White House Conference and Mayor's Committees will be utilized as a continuing means of obtaining input regarding the needs and ways of serving handicapped individuals.

Summary

As a result of this agency's being in constant communication with a wide variety of advisory committees, councils, boards, agencies, and consumer associations along with a system of yearly followup contacts with several hundred former clients, it is felt that the S. C. Vocational Rehabilitation Department has ample methods and means whereby the views of individuals and groups are taken into account in formulating agency policies and procedures. The Department is committed to continuing these opportunities for citizens to make their views known.

4. Cooperative Arrangements and Agreements

For the past two decades, the South Carolina Vocational Rehabilitation Department has led the nation in establishing cooperative programs designed to reinforce the efforts of other agencies and institutions and to enrich the service program for handicapped citizens. To date, more than 70 formal interagency agreements have been reached in an effort to provide an effective statewide service delivery system. These have produced specialized service programs in 24 school systems, major speech and hearing centers, juvenile courts, the Medical University, selected hospitals, 17 workshops and evaluation facilities, and in all of the state's institutions for retarded, mentally ill, respiratory diseases, corrections, youth services, alcoholism and drug abuse. By blending resources in these interlocking interagency programs, South Carolina has developed an unparalleled network of statewide and local community services for all types of handicapped individuals.

During FY 1978, interagency cooperative agreements and programs will be re-evaluated and updated as necessary to assure that the severely disabled are being served in a courteous, efficient and expeditious manner. Particular emphasis will be placed on strengthening the personal and vocational adjustment program.

5. Public Information

A public information program has been initiated to acquaint potential consumers and professional people with the agency's program to serve the severely disabled. The agency's program for such individuals is being publicized through newspaper reports, the agency's newsletter, inclusion of severely disabled in several public meetings in which VR participates, and a series of radio and television announcements. A special effort will be made to acquaint the public with success stories of severely disabled who have been rehabilitated.

6. Affirmative Action Plan

The S. C. Vocational Rehabilitation Department has developed an Affirmative Action Plan for its employees and clients which has been designed to assure equal opportunity of service to all physically and mentally handicapped individuals. Continued employment of minorities and women in counseling positions will help assure continued selection and service to severely disabled clients in an equitable manner.

B. Programming Areas

1. Outreach, Intake, and Referral Practices

As indicated in the Order of Selection section of this attachment, plans are underway to modify the agency's outreach and intake program. Referral sources will be examined to determine the number of severely disabled being referred from each service. Of the 45,266 new referrals received by VR last year, more than 4,500 came from each of the following sources: school personnel, correctional institutions, courts, or probations officers, physicians, or other individuals. More than 2,000 were referred by the Department of Social Services, the Social Security Disability Determination Division, or the State Employment Service. The remainder were referred by 24 other types of agencies. Measures will be devised to stimulate a continued flow of severely disabled referrals from these sources.

SSI referrals have been less than anticipated and their active participation in the rehabilitation process continues to remain a problem to be resolved. Incentives for referrals to move from SSI to active participation in Vocational Rehabilitation programs are not strong due to the rather generous allowances available to SSI recipients but other incentives will be explored.

2. Utilization of Facilities, Evaluation and Adjustment Services

The Department expects to make major advances during FY 1978 toward its goal of operating a network of stateowned rehabilitation facilities.

The South Carolina Legislature has assumed an increased responsibility for providing expanded facilities in which we can provide evaluation, adjustment and extended employment services needed for rehabilitation of the severely disabled. By obtaining non-reoccurring funds to purchase land and construct buildings for facilities, we are now able to make long-range plans and will be able to administer the program in a more systematic manner.

A Comprehensive Rehabilitation Center for severely handicapped individuals has been constructed on a nine-acre site near the Opportunity School in West Columbia and will soon receive its first clients. Such a facility will enable the agency to better serve severely disabled clients who would otherwise have to be served out-of-state at considerable expense and have their continuity of services reduced upon return to their communities. Program emphases in the Comprehensive Center will focus on client assessment, adjustment training, occupational therapy, physical therapy and activities of daily living.

During the past five years, using a combination of state and federal funds, two rehabilitation facilities were doubled in size, the complete workshop facility at Florence was purchased, and new facilities were constructed in Charleston, Walterboro, Orangeburg, Sumter and Greenville. Others will be considered as resources become available.

In all of the facility improvement programs, the extended evaluation and employment section is being expanded to accommodate more severely handicapped individuals. In addition, a network of Activity Centers has been developed cooperatively with the Department of Mental Retardation. Centers were created in eight facilities during the past two years and plans are being formulated for additional activity centers if funds become available. These are designed to serve the severely retarded and other developmentally disabled clients. The Department has been operating an expansion grant program which established fourteen positions for personnel whose primary responsibility is to work with the severely disabled in the extended employment section of our facilities.

3. Placement Services

The Department feels strongly that rehabilitation facilities can play an important role in preparing many clients for successful placement. Therefore, job-seeking skills will be emphasized in personal and social adjustment classes conducted in rehabilitation facilities. Additional instruction will be provided in specific areas such as job interviewing, how to complete employment applications, personal grooming and dress, etc.

We are also rapidly moving toward having full-time placement specialists in key areas of the state and already have six full-time staff assigned to this activity. During the next year, we plan to strengthen our working relationship with the State Employment Service, to assure that all of their resources are available to rehabilitation clients.

4. Post-Employment Services

We have always emphasized placing clients in positions in keeping with their optimal level of development, and will continue to do so, but counselors will be encouraged to provide whatever post-employment follow-along services are necessary to assure that clients maintain a high level of employment. As the mandates and intent of the Rehabilitation Act of 1973 has been explained to our counselors, it is anticipated that an increased number of severely disabled clients will receive services after successful closure in the future. State Office procedures have been established to monitor these activities.

5. Special Projects

A statewide program for the deaf and hearing impaired, now completing its fourth year, will again be emphasized during the coming year. The twenty-five member staff of this program has extensive training in various aspects of deafness and provide a unique set of services not elsewhere available. Funds for the RSA research and demonstration program for the deaf established at the Opportunity School three years ago will be terminated in August 1977, but the Department has reallocated resources to maintain it at basically the same level of operation as before. Along with the efforts of counselors in strategic locations throughout the state, the West Columbia programs will enable the Department to serve a slightly increased number of deaf clients in FY 1978 and to provide in-depth services to the severely disabled deaf.

The agency will also continue its intervention project for employed Alcoholics which has just completed its first year of operation. The Drug Addiction Project, a vocational evaluation program located within the South Carolina Addiction Center, has completed another successful year and will continue to maintain its service.

A comprehensive rehabilitation service program located in the Medical University Hospital will continue to provide a wide range of rehabilitation services to epileptics and individuals with seizure disorders of unknown etiology referred by local counselors throughout the state. As a result of this program expansion, medical, psychological, social and vocational rehabilitation services will be available to a greater number of severely handicapped individuals.

6. Trust Fund and SSI Programs

At the present time, South Carolina has fifteen full-time trust fund counselors and eleven full-time SSI counselors. Each of these programs has a full-time statelevel supervisor. After a thorough exploration of past results, a plan has been developed to modify procedures and train these specialty counselors so as to provide quality services to these severely disabled clients.

7. Elimination of Barriers

One of the benefits of building new or expanded facilities will be that the buildings and grounds can be designed to eliminate architectural barriers.

Two years ago, South Carolina passed an architectural barriers law which will set standards for construction of a wide range of public and private facilities. The Vocational Rehabilitation Department Commissioner is a member of the Board assigned to administer this law and plays a significant role in developing standards which influence the accessibility of programs for severely disabled individuals.

Members of the agency staff will work with representatives from Mayors' Committees, Citizens for Advancement of the Physically Handicapped and others in developing plans for improved housing for the physically disabled who have severe mobility limitations.

In addition, we will continue to help develop an improved transportation system for clients in areas where this has been a particular barrier to their obtaining needed services.

C. Management Areas

1. General Administrative Measures

After a series of supervisory planning and training sessions during the past year, counselors and facility personnel were instructed to develop improved methods to detect and reach out to the severely disabled in their communities as an initial step toward expanding services to them. Following special efforts by the Commissioner to communicate the priority nature of services to the severely disabled, state supervisors were assigned responsibility for encouraging an intensive evaluation and service program for those presently on the caseload, reassessing the allocation of case service

funds, intensifying our supervisory consultation and state office case review program, modifying staff assignments as needed, and developing an appropriate staff training program. It is expected that additional administrative action will be taken as needed to help expand and improve the service program throughout the coming year.

2. Personnel Resource Reallocation

As a result of personnel and caseload management studies, a series of personnel reallocations and reassignments have been made to produce a more equitable distribution of workloads and great consistency among similar types of programs. It is expected that one result of these changes will be to produce more frequent, more productive, and more timely contacts with clients, thus improving the quality of service for severely disabled individuals.

A significant personnel change has been to reduce the number of institutional counselors and shift these positions into strategic positions in communities where the quality and quantity of production needs to be increased. A bi-product of these personnel changes will be to introduce a greater degree of quality control over case management.

3. Revised Case Service, Workshops and Facilities, and Personnel Manuals

Based on extensive program evaluation and planning activities conducted during the past year, a number of policy and procedural changes have been and will be incorporated into the casework, facilities, and personnel manuals designed to improve the quality of service to all clients, particularly the severely disabled. Many of these changes have been made to assure that clients will be selected who have substantial handicaps to employment and that substantial services are provided to each client. A primary goal of several key changes has been to assure that the agency's limited resources will be allocated to those clients who need them the most.

Closing of gaps in the rehabilitation process has also been a goal during the process of updating the manuals, e.g. revising the placement maintenance regulations to reduce problems arising during a client's transition from an institutional setting to the community setting when the individual has no home or friends with which he can live until job placement and earnings become effective.

The Case Service Manual chapter pertaining to referral procedures to statewide facilities has been completely revised to provide VR personnel with more complete information regarding the state's facilities, referral procedures, services available, and other information designed to stimulate the use of these facilities for a wide variety of handicapping conditions. In general, the statewide facilities have been designed specifically for severely disabled individuals.

4. Inservice Training

A series of inservice training programs has been planned to (a) acquaint all levels of personnel with the objectives and requirements of the Rehabilitation Act of 1973 and amendments, (b) help firstline supervisors increase their effectiveness

in supervision, program management and development of improved patterns of service, (c) help counselors and facility personnel improve their evaluation capabilities, (d) strengthen the adjustment services program and (3) modify staff attitudes and expertise in serving the severely disabled.

Special staff development programs have been designed for quality control specialists, area supervisors, statewide facilities, local workshop and facility supervisors, trust fund and SSI counselors and several types of specialty counselors.

Using findings from the agency's program evaluation, quality control, and case monitoring activities, an intensified effort will be made by state and area office personnel to conduct individual and small group training designed to identify methods of improving services to the severely disabled and train counselors in serving them in a more productive and expeditious manner.

During the coming year, special emphasis will be placed on developing a training program designed to improve personal and work adjustment services to clients.

One of the major emphases of inservice training for the year will be to reduce deficits noted in case reviews concerning documentation of substantial handicaps to employment and lack of substantial counselor involvement with some cases. The Case Service Manual has been revised to reflect changes in regulations concerning eligibility, provision of services, and documentation. Regulations, instructions, and procedures were spelled out in more detail than before. All supervisory personnel have been involved in at least one three-day training conference during which times all additions to and revisions of the Case Service Manual were reviewed. Training of counseling, evaluation, and support personnel will be conducted throughout the year so that these changes will be communicated to all personnel and incorporated into their standard operating procedures.

5. Research and Evaluation Utilization

Research and evaluation utilization are continuing responsibilities of a viable agency. A full-time state supervisor of Research, Planning and Program Evaluation coordinates activities and planning programs necessary to utilize research findings and all State Division Supervisors and Program Specialists are involved in the knowledge utilization process and share in this responsibility.

A number of staff development and program modification needs were determined from the yearly Program Evaluation Reviews previously mentioned. These findings have been incorporated into the agency's inservice training program by the Training Supervisor. In addition, the Research and Planning Supervisor, along with state supervisory personnel involved in the program reviews, have been actively involved in training conferences and thus helped to disseminate program evaluation findings. Additional program evaluation studies are being considered for next year to help assure that clients are placed in appropriate occupations, that significant services are mobilized and provided in a timely manner with the individual's needs being paramount, that services are distributed equitably throughout the state and to various types of persons, and that continued post-employment services are provided as necessary.

Four years ago, an Information Resource Center was established in the state office for the collection, synthesis and dissemination of research and program evaluation material. The Research and Planning Supervisor conducts a periodic study of new RSA research material available and sees that appropriate personnel receive copies of reports, studies, monographs and research reviews. Some local supervisors have established direct communication with national research and program development specialists as a means of becoming involved in the "change agency" process.

6. Expanded Computer System

Newly expanded computer capabilities have increased the Department's ability to evaluate and monitor various aspects of the program. Regular printouts enable us to monitor our progress toward short and long-range goals. The quality of caseload management and monitoring has been increased through the use of regularly generated reports such as the Caseload Report, the Facilities Report, the Case Service Budget Report, the Monthly Progress Report, the Time-In-Status Report, Title XX and CETA reports, and a special report on the mentally ill, retarded, public assistance recipients and the severely disabled.

Financial and case reporting systems are completely computerized and, as a result, the Department does not experience excessive delays and confusion agencies often experience in umbrella-type organizational settings. All R-300 reports, for example, are computerized so that the errors and omissions reported by RSA from some states do not exist in this program. Financial and cost effectiveness data is readily available and, coupled with the network of state-owned workshops and facilities, the average cost per rehabilitant in South Carolina is one of the lowest in the nation.

9.11(a)A METHODS OF ADMINISTRATION (CIVIL RIGHTS)

(a) Pursuant to the provisions of Title VI of the Civil Rights Act of 1964, and the Regulations issued thereunder, the vocational rehabilitation program administered by the South Carolina Agency of Vocational Rehabilitation is being and will continue to be conducted in such manner that no person in the United States will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under such program on the ground of race, color, or national origin. The state agency is in fact administering the program in accordance with the law, the Regulations, and the policies and practices enumerated in Section (b) below.

(b) The State agency will conduct the vocational rehabilitation program in accordance with the provisions of Title VI and the Regulations issued thereunder, and, more specifically, will follow policies and practices including but not limited to those described below.

(1) No individual will on the ground of race, color, or national origin, be denied any service, financial aid, or other benefit provided under the vocational rehabilitation program or be provided a service, financial aid, or other benefit which is different, or is provided in a different manner, from that provided to others under the program. Such services, financial aid, or other benefits include all vocational rehabilitation services under the Vocational Rehabilitation Act, the Regulations Governing the Vocational Rehabilitation Program and the approved State Plan, and such related matters as the making of appointments, the designation of waiting periods, the selection of employment objectives, the quality of the services provided, and the selection of assignment of operators of vending stands and other small businesses.

(2) No individual will on the ground of race, color, or national origin be subjected to segregation or separate treatment in any matter related to receipt of any service, financial aid, or other benefit under the vocational rehabilitation program, nor will the individual be restricted in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program. This includes any distinction with respect to spaces where services are offered or provided, housing and eating facilities, waiting rooms, and restrooms. Neither will separate times be set

aside on the ground of race, color, or national origin for the provision of services.

(3) Employees of the agency, or of other agencies or organizations participating in the vocational rehabilitation program, will not be assigned caseloads or clientele on the basis of race, color, or national origin of the persons being served.

(4) Individuals will not, on the ground of race, color, or national origin, be denied the opportunity to participate (Other than as employees except as provided in (5) below) in the vocational rehabilitation program or be afforded an opportunity to do so which is different from that afforded others. This includes opportunities to participate as providers of any services, as conferees, observers, consultants, or advisors.

(5) The agency will make no distinction on the ground of race, color, or national origin in its employment practices with respect to individuals seeking employment or employed under a part of the vocational rehabilitation program where a primary objective of that part is to provide employment. This includes situations in which the employment is provided to students, fellows, interns, residents, or others in training for related employment (including research associates or assistants in training for research work), or to provide remunerative activity to individuals who because of severe handicap cannot be readily absorbed into the competitive labor market.

(6) In making determination of the types of activity to be included in the Vocational rehabilitation program or the geographical areas in which such program or activity will be carried out, or the persons who will be served or afforded an opportunity to participate, criteria or methods of administration will not be used which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respect individuals of a particular race, color, or national origin.

(7) The agency recognized that its obligation to conduct the program in accordance with the requirements of the law and Regulations extends not only to those activities which are conducted directly by the State Agency but also to all activities under the

program which are conducted by other agencies, institutions, organizations, or political subdivisions, through contracts, or other arrangements with the agency. This includes any activity supported with the aid of Federal financial assistance or with the aid of any non-Federal funds, property, or other resources required to be expended or made available for the program to meet matching requirements, and also includes other conditions which must be met in order to receive the Federal financial assistance.

(8) The agency will not approve any application, or make any expenditures, for the establishment of a workshop or rehabilitation facility, through the expansion, remodeling, or alteration of existing buildings, or the acquisition of initial equipment, until it obtains or furnishes an assurance in a form approved by the Commissioner of Vocational Rehabilitation that the applicant will comply with all the requirements imposed by or pursuant to the Act or the Regulations.

(9) The agency will maintain such records and submit such reports as may be required by the Commissioner of Vocational Rehabilitation to assure compliance with the regulations and will permit access during the normal business hours of the agency to such of its facilities, records, and other sources of information as may be pertinent to ascertain compliance with the regulations, and will require the same from other agencies, institutions, organizations, or political subdivisions participating in the program.

(10) The agency will make available to participants, beneficiaries, and other interested persons such information regarding the provisions of the Act and the Regulations, and make available such information in such manner, as may be required by the Commissioner of Vocational Rehabilitation to apprise such persons of the protections against discrimination assured them by the Act and the Regulations and will require the same from other agencies, institutions, organizations, or political subdivisions participating in the program.

METHODS OF ADMINISTRATION

(a) The agency will inform and instruct its own staff concerning their obligations under the Act, the Regulations, and the Statement of Compliance filed by the State agency by:

(1) Making copies of all pertinent documents available to the entire staff;

(2) Conducting as a regular part of its in-service training program, meetings to explain to all staff the intent and meaning of such documents and to instruct them as to their obligation in carrying out the policies contained therein;

(3) Conducting through regular supervisory channels, constant review of practices and policies to assure that no individual is being discriminated against because of race, color, or national origin.

(b) The agency will inform and instruct other agencies, institutions, organizations, political subdivisions, and vendors which provide services, financial aid, or benefits under the program of their obligations to comply with the Act, the Regulations, and the Statement of Compliance filed by the agency as a condition to their initial or continued financial participation in the program. This will be accomplished:

(1) By making clear, through written materials and personal explanations on a group or individual basis, the requirements of the Civil Rights Act and implementing Regulations and the policies and undertakings of the Department to effectuate these requirements;

(2) Where another agency, institution, organization, political subdivision, or vendor conducts any activity or furnishes vocational rehabilitation services under a subgrant, contract, or other arrangements, by assuring itself that such activity will be conducted or such services will be furnished in accordance with the agency's obligation in its Statement of Compliance. This will be accomplished in appropriate cases by determining that the agency, institution, organization, political subdivision, or vendor has executed an assurance in the form prescribed by the Department of Health, Education, and Welfare which is currently effective and applicable to the program under which the activity is conducted or the services furnished. In other cases, the Department will take appropriate steps to satisfy itself that

the other agency, institution, organization, political subdivision, or vendor has agreed to and is conducting the activity or furnishing the service in accordance with the provision of the Statement of Compliance. This includes the use of memoranda of understanding setting forth specific obligations and undertakings of the other agency, institution, organization, political subdivision, or vendor or certifications of compliance on each voucher presented for payment to the Department. In any event, regular on-the-spot checks will be made by the Department staff to assure the compliance of any other agency, institution, organization, political subdivision, or vending participating in the program.

(c) The agency will inform clients, participants, potential clients and participants, and other interested persons, of the fact that services, financial aid, and other benefits under the program are provided on a nondiscriminatory basis, as required by the Civil Rights Act, and of their right to file a complaint with the State agency, of their right to file a complaint with the Federal agency, or both, if they believe that discrimination on the ground of race, color, or national origin is being practiced. This will be accomplished by:

(1) Written notice to all clients and to all applicants; and

(2) Inclusion of appropriate explanatory statements in public information materials which will be made available to interested persons and particularly to those individuals and groups which may be sources of referrals and applications.

(d) All complaints concerning discrimination because of race, color, or national origin shall be filed in writing, shall describe the type of discrimination alleged, and shall indicate when and where such discrimination took place and describe any pertinent facts and circumstances surrounding the alleged discrimination. The complaint shall be signed by the person making it. All complaints shall be addressed to the State Administrator who will assign them for thorough investigation through established supervisory channels. After the complaint has been looked into, the Administrator shall determine whether or not any discriminatory practice has been carried on and if he determines that one has, he will take such actions as may be necessary to correct past practices and to prevent the recurrence of such discrimination.

The complainant shall be advised in writing as to the findings of the agency regarding the complaint.

The agency will maintain adequate records to show the action taken as a result of each complaint and will make such information available to the responsible departmental official or his duly authorized representative.

(e) At least once a year and more frequently in those cases where discriminatory practices are alleged or suspected, a representative of the Department will visit institutions, organizations, and political subdivisions participating in the program to assure that their practices conform to Title VI of the Civil Rights Act and the Regulations issued pursuant thereto as reflected in the Statement of Compliance. Through regular supervisory reviews, the State Administrator and supervisory personnel will determine whether discriminatory practices are being engaged in by Department personnel and will take such corrective action as may be required to insure that their actions are consistent with Title VI of the Civil Rights Act and the Regulations issued pursuant thereto as reflected in the Statement of Compliance.

PERSONNEL

GUIDELINES FOR EMPLOYMENT OF PERSONNEL
Section 1

The continued success of this Department's efforts in rehabilitating the handicapped depends on recruiting of qualified individuals to perform the tasks required to carry out the Departmental activities.

The following points must be carefully followed by supervisory personnel:

1. Is the position to be filled? Before any supervisor proceeds to discuss position vacancies with any applicants, he must first determine, through appropriate supervisory channels, that the position in question is to be filled. Once it has been verified that the position is to be filled, the supervisor should carefully review the job content of the position in order to determine the minimum qualifications necessary before any recruiting efforts are made.
2. Recruiting sources: In recruiting applications all potential sources of qualified individuals must be considered. People who have already proven themselves in the local community should be carefully considered as potential applicants. It should also be remembered that the State Office may have knowledge of applicants who have expressed an interest in the field of rehabilitation and who are believed to be qualified for further consideration.
3. Reception of applicants: Applicants, whether employed or not, can spread good will for our Department or give it a bad name, based on the treatment received. To maintain our good image and thus continue to attract good applicants, keep these suggestions in mind:
 - (a) Treat each applicant with courtesy.
 - (b) Keep up with interpretations of the Civil Rights Law and the Department's and State's policies regarding employment practices.
 - (c) Do not make vague promises, or tell any applicant to keep checking back if there are no foreseeable suitable job openings.
4. Preliminary interviews: The Initial Interview Card is to be used in conjunction with the preliminary interview. This information should be carefully completed, since this data is needed for statistical reports required of the Department. The card is to be forwarded to the Personnel Office and a copy is to be maintained in the local office. You should notice that an application is given to an applicant only after it appears that the individual meets or exceeds qualifications.
5. Preliminary screening: Any preliminary screening of an applicant should be based on the following information:
 - (a) Application Blank: Obtain an application from an applicant only if the applicant appears suitable for employment after the preliminary interview. Insure that the application is completed and signed. If there are any chronological gaps in the employment history, school attendance etc. these should be checked.

Revised 5/28/74

PERSONNEL

EMPLOYEE GRIEVANCE AND
APPEAL PROCEDURES

3-4

PURPOSE:

The purpose of this Policy is to provide a means whereby an employee who has six months of satisfactory employment with the Vocational Rehabilitation Department and feels that he has been subjected to unfair, discriminatory or abusive treatment may secure a hearing without delay and be assured of a prompt, orderly and fair response to the grievance or appeal.

POLICY:

The South Carolina Vocational Rehabilitation Department recognizes the right of employees to present and seek answers to grievances without fear of restraint, interference, coercion, discrimination or reprisal.

Employees who submit formal grievances may elect to be accompanied by another employee of his own choosing.

Members of the Grievance and Appeal Committee, presently employed personnel involved in a grievance hearing, and witnesses may attend Committee hearings without charge to leave or loss of pay. Employees may obtain from their supervisors a reasonable amount of time off without charge to leave or loss of pay for the purpose of securing advice on rights and privileges provided by this Policy and for obtaining information and assistance pertaining to their grievance which can only be obtained during normal working hours.

The Personnel Office will explain the procedures in detail to any employee and give assistance if needed. The predominant role of the Personnel Office in settling grievances is that of an advisor functioning objectively in a staff capacity. The Personnel Office is available to counsel with the employee and the supervisor in any phase of the formal grievance procedure.

Upon completion of the Employee Grievance and Appeal Committee hearing and the final decision, a copy of the Committee transcripts and other related correspondence will be forwarded to the Personnel Office for filing in the employee's personnel folder. All transcripts, records and findings of the Committee are property of the South Carolina Vocational Rehabilitation Department and are confidential. The records will not be made available for review to anyone except Departmental employees designated by the Commissioner of the South Carolina Vocational Rehabilitation Department.

PROCEDURE:

The formal grievance and appeal procedure will not be utilized until the employee has discussed his grievance with his immediate supervisor on an informal basis. The Immediate supervisor should make every effort

PERSONNEL

EMPLOYEE GRIEVANCE AND
APPEAL PROCEDURES
3-4 (continued)

to resolve the problem on an informal basis. The employee's immediate supervisor should consult with his immediate supervisor concerning the problem or grievance. If the problem cannot be resolved on an informal basis, the employee may then utilize the formal grievance and appeal procedure. The following procedure shall regulate the submission, presentation and processing of all employee grievances.

Step One

If an employee has a problem or a grievance which cannot be resolved through the normal process of informal discussion, he may complete SCVR Form 64, Employee's Request for a Formal Grievance Hearing (see Exhibit 1). Copies of this form should be sent to the immediate supervisor and to the Personnel Office. After an employee requests a formal hearing, the immediate supervisor will schedule a hearing within five (5) calendar days after the formal request is filed and will hear the grievance and review the facts in an impartial manner. The immediate supervisor may call higher level supervisors into the discussion if the employee agrees, or the immediate supervisor may consult with higher level supervisors outside the formal hearing to secure advice before making a decision.

The employee shall receive an answer within ten (10) calendar days after the start of the first step of the hearing, or the employee will be notified and advised as to when an answer may be expected. The immediate supervisor will complete SCVR Form 65, Summary of Supervisory Grievance Hearing (see Exhibit 2), and send copies to the employee requesting the hearing and to the Personnel Office.

When the employee is notified of the decision of the immediate supervisor, the employee will be advised that he has the right to appeal the immediate supervisor's decision if a mutually agreeable decision has not been made.

Step Two

If the employee feels that the decision reached in the first step is not satisfactory or if the employee fails to receive an answer within the designated period of time provided in the first step, the matter may be referred by the employee to the Employee Grievance and Appeal Committee. The Commissioner of the Vocational Rehabilitation Department shall appoint an ad hoc Employee Grievance and Appeal Committee which shall be composed of three (3) employees of the Department. Any request for review at this stage will be submitted in writing to the Commissioner of the Vocational Rehabilitation Department within five (5) calendar days after receipt of the first step decision. The employee should state clearly the nature of his grievance and why the decision in the first step is unfair.

The Employee Grievance and Appeal Committee will schedule a hearing within ten (10) calendar days after receiving the request for a hearing. The Committee shall conduct whatever hearings, interrogation, investigations and fact-finding activities necessary to determine the facts.

PERSONNEL

EMPLOYEE GRIEVANCE AND
APPEAL PROCEDURES
3-4 (Continued)

At the conclusion of the hearings by the Employee Grievance and Appeal Committee, it will be the responsibility of the Committee to inform the Commissioner of the Department within ten (10) calendar days after the Committee hearing of the details of the problem, the reasons why it was not resolved at lower levels, and recommendations of the Committee. The Commissioner of the Department will make a decision within five (5) calendar days after receiving the decision and recommendations of the Committee, and his decision will be given to the employee, with copies to all concerned parties.

STATE EMPLOYEES GRIEVANCE COMMITTEE

Any employee who has six (6) months satisfactory service with the State may appeal a decision of the Department to the State Employees Grievance Committee. Such appeal must be in writing and submitted to State Personnel Division within ten (10) calendar days following the decision of the Department.

The Vocational Rehabilitation Department's grievance and appeal procedure shall not exceed the total of forty-five (45) calendar day time limit from beginning to end. Should the time period for the final decision exceed the forty-five (45) calendar day limit, an employee has the right to appeal directly to the State Employee Grievance Committee.

EXCERPTS FROM S. C. VOCATIONAL REHABILITATION DEPARTMENT ADMINISTRATIVE MANUAL

PERSONNEL

EXHIBIT A

EMPLOYEE GRIEVANCE AND
APPEAL PROCEDURES
3-4 (Continued)

EMPLOYEE'S REQUEST FOR A FORMAL GRIEVANCE HEARING

Name _____ Position Title _____

Location _____ Supervisor _____

Date _____

NATURE OF GRIEVANCE AND THE REASON A FORMAL HEARING IS BEING REQUESTED:
(To be completed by employee)

Signature of Employee

Copies to: Immediate Supervisor
Personnel Office

SCVR Form 64

PERSONNEL

EXHIBIT B

EMPLOYEE GRIEVANCE AND
APPEAL PROCEDURES
3-4 (Concluded)SUMMARY OF SUPERVISORY GRIEVANCE HEARING

Employee Requesting Grievance Hearing _____

Place of Supervisory Hearing _____

Date of Hearing _____

1. Individuals in attendance at hearing:

(a) _____ (c) _____

(b) _____ (d) _____

2. Nature of Grievance:

3. Summary of Facts:

4. Supervisor's Decision(s):

5. Has employee been advised of right to appeal to VR Grievance Committee?

_____ Yes _____ No

Signature of Supervisor_____
Date

6. The Supervisor's decision has been discussed with and accepted by me.

Signature of Employee_____
DateCopies to: Employee Requesting Hearing
Personnel Office

SCVR Form 65

PERSONNEL

EQUAL EMPLOYMENT OPPORTUNITY
3-5PURPOSE:

In accordance with the South Carolina Human Affairs Law, the Rehabilitation Act Amendments of 1974, the Equal Employment Opportunity Act of 1972 and sound personnel practices the South Carolina Vocational Rehabilitation Department provides for equal practices in employment, terminations, up-grading, training, demotions and treatment of individuals.

GENERAL POLICY:

The Equal Opportunity Program of this Department applies to both employees and applicants. Both are to be considered for opportunities with this Department on the basis of job-related individual differences and not solely on the basis of factors such as sex, race, color, creed, age, national origin, or physical disability. This Department adheres to this policy not solely because of legal requirements, but because it is a basic element of human dignity.

COMMUNICATING OBJECTIVES:

The Personnel Director is the Equal Opportunity Officer and through the Commissioner periodically reaffirms the Equal Opportunity Program. Each supervisor is responsible for taking positive affirmative actions within his specific work area. Supervisor responsibilities extend to explaining and discussing the affirmative action program with subordinates.

CLASSIFICATION AND COMPENSATION:

This Department continuously reviews the classification and compensation levels of its employees to assure equal pay for equal work regardless of sex, age, race, physical disability.

EMPLOYMENT PROCESS (RECRUITMENT, SELECTION AND PLACEMENT):

Supervisors should make every effort to attract, recruit and employ qualified employees from all minority groups. Applicants are accepted for positions on the basis of job-related individual differences and not on the basis of factors such as race, religion, national origin, sex, or physical disability.

EXCERPTS FROM S. C. VOCATIONAL REHABILITATION DEPARTMENT ADMINISTRATIVE MANUAL

PERSONNEL

EQUAL EMPLOYMENT OPPORTUNITY
3-5 (Concluded)

OTHER PERSONNEL ACTIONS (PROMOTIONS, DEMOTIONS, TERMINATIONS, TRAINING,
PERFORMANCE APPRAISALS):

Supervisors should keep the State Office Staff informed as to names of employees who can be considered for promotional and training opportunities. It is the responsibility of supervisors to counsel with employees on a periodic basis, thereby providing an opportunity to discuss grievances, training needs and career opportunities. Exit interviews should be conducted by supervisory staff to find reasons and solutions to any turnover problems.

WORK ENVIRONMENT:

Special efforts should be made by supervisory staff to assure that the work environment and atmosphere does not include discriminatory elements. An important element in eliminating discrimination in the work environment is the orientation of new employees.

COMPLAINT PROCEDURES:

Any employee who feels that they have been discriminated against should consult with their supervisor and refer to the Grievance Procedure Policy.

FIELD MANAGEMENT

CIVIL RIGHTS
Section 3CIVIL RIGHTS:

Pursuant to the provisions of Title VI of the Civil Rights Act of 1964, and the Regulations issued thereunder, the Vocational Rehabilitation Department is conducted in such manner that no person is excluded from participation in, be denied the benefits of, or be subjected to discrimination under such program on the ground of race, color or national origin.

No individual will on the ground of race, color or national origin, be denied any service, financial aid, or other benefit provided under the vocational rehabilitation program or be provided a service, financial aid, or other benefit which is different, or is provided in a different manner, from that provided to others under the program. Such services, financial aid, or other benefits include all vocational rehabilitation services under the Vocational Rehabilitation Act, the Regulations Governing the Vocational Rehabilitation Program and the approved State Plan, and such related matters as the making of appointments, the designation of waiting periods, the selection of employment objectives, the quality of the services provided, and the selection of assignment of operators of vending stands and other small businesses.

No individual will on the ground of race, color or national origin be subjected to segregation or separate treatment in any matter related to receipt of any service, financial aid, or other benefit under the vocational rehabilitation program, nor will the individual be restricted in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid or other benefit under the program. This includes any distinction with respect to spaces where services are offered or provided, housing and eating facilities, waiting rooms, and restrooms. Neither will separate times be set aside on the ground of race, color or national origin for the provision of services.

Additional information pertaining to Civil Rights may be found in the Case Services Manual.

Hearing On Applicant's Appeals - An applicant for or recipient of vocational rehabilitation services under the State Plan who is dissatisfied with any state agency decision with regard to the furnishing or denial of services may file a request in writing for review and re-determination of that decision and such review shall be made by the Supervisor of Rehabilitation Services or his designated representative.

Opportunity for a fair hearing before the Department or the state administrator will be granted to any individual whose application for vocational

Chapter 1

DEVELOPMENT OF COMMUNITY RESOURCES AND REFERRAL SOURCES

The Vocational Rehabilitation Department exists for the benefit of the disabled persons of the state. Secondly, it exists for the benefit of society since the economy of the state is affected. The staff assumes the role of representing both the handicapped individual and the state in providing such services as may be necessary in the complete rehabilitation of the disabled person. It is the responsibility of the staff to insure that the disabled person is informed of the services that are available for making him a useful, self-reliant, and self-sufficient citizen.

Vocational Rehabilitation is a community function. The Vocational Rehabilitation staff can furnish leadership and coordination, but they need the help and cooperation of community facilities, agencies, and individuals. The staff should have a continuing system for developing and improving community relationships. They should know their community, the leaders, and the resources. They should participate in and affiliate with groups interested in human welfare, such as civic groups, councils of social work, mental hygiene societies, county health councils, educational clubs, and other such organizations. They should assume a leadership role in developing community facilities which may be needed in the rehabilitation process. The staff should be familiar with the details of cooperative agreements between the Vocational Rehabilitation Department and other state-wide agencies. They should be alert to the opportunities for developing close working relationships on a local level.

Referral Sources in the Community

The establishment and the development of an organized system of referrals is the first basic principle necessary to the successful operation of a vocational rehabilitation program. This system should insure a regular flow of applicants with a distribution among age, sex, race, disabilities, and background. Such distribution is necessary in order to insure that all groups are reached. The counselor should maintain a schedule of regular contacts with education, health, welfare, and social agencies, physicians and other individuals who serve handicapped persons. The counselor should arrange his itinerary so that all referral sources are visited regularly and so that prospective clients may be seen without delay or inconvenience. XX

The local school system is a fruitful referral source. It has been found that an effective method of locating referrals in schools is for the counselor to discuss the vocational rehabilitation program and eligibility requirements before each senior class at least once each year. Since many handicapped children do not reach the senior class, the counselor should also contact members of the teaching staff and explain the vocational rehabilitation program and receive such referrals.

Chapter 12
CIVIL RIGHTS

Pursuant to the provisions of Title VI of the Civil Rights Act of 1964, and the Regulations issued thereunder, the Vocational Rehabilitation Department is conducted in such manner that no person is excluded from participation in, be denied the benefits of, or be subjected to discrimination under such program on the ground of race, color or national origin.

No individual will on the ground of race, color or national origin, be denied any service, financial aid, or other benefit provided under the vocational rehabilitation program or be provided a service, financial aid, or other benefit which is different, or is provided in a different manner, from that provided to others under the program. Such services, financial aid, or other benefits include all vocational rehabilitation services under the Vocational Rehabilitation Act, the Regulations Governing the Vocational Rehabilitation Program and the approved State Plan, and such related matters as the making of appointments, the designation of waiting periods, the selection of employment objectives, the quality of the services provided, and the selection of assignment of operators of vending stands and other small businesses.

No individual will on the ground of race, color or national origin be subjected to segregation or separate treatment in any matter related to receipt of any service, financial aid or other benefit under the vocational rehabilitation program, nor will the individual be restricted in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid or other benefit under the program. This includes any distinction with respect to spaces where services are offered or provided, housing and eating facilities, waiting rooms and restrooms. Neither will separate times be set aside on the ground of race, color or national origin for the provision of services.

The counselors and other staff members will inform and instruct other agencies, institutions, organizations, political subdivisions, and vendors which provide services, financial aid or benefits under the program of their obligations to comply with the Act, the Regulations and the Statement of Compliance filed by the agency as a condition to their initial or continued financial participation in the program. This will be accomplished:

- (1) By making clear, through written materials and personal explanations on a group or individual basis, the requirements of the Civil Rights Act and implementing Regulations and the policies and undertakings of the Department to effectuate these requirements.
- (2) Where another agency, institution, organization, political subdivision, or vendor conducts any activity or furnishes voca-

tional rehabilitation services under a subgrant, contract or other arrangements, by assuring itself that such activity will be conducted or such services will be furnished in accordance with the agency's obligation in its Statement of Compliance. This will be accomplished in appropriate cases by determining that the agency, institution, organization, political subdivision, or vendor has executed an assurance in the form prescribed by the Department of Health, Education and Welfare which is currently effective and applicable to the program under which the activity is conducted or the services furnished. In other cases, the Department will take appropriate steps to satisfy itself that the other agency, institution, organization, political subdivision or vendor has agreed to and is conducting the activity or furnishing the service in accordance with the provision of the Statement of Compliance. This includes the use of memoranda of understanding setting forth specific obligations and undertakings of the other agency, institution, organization, political subdivision or vendor or certifications of compliance on each voucher presented for payment to the Department. In any event, regular on-the-spot checks will be made by the Department staff to assure the compliance of any other agency, institution, organization, political subdivision or vending participating in the program.

The Vocational Rehabilitation Staff will inform clients, participants, potential clients and participants and other interested persons, of the fact that services, financial aid and other benefits under the program are provided on a nondiscriminatory basis, as required by the Civil Rights Act, and of their right to file a complaint with the State agency, or their right to file a complaint with the Federal agency, or both, if they believe that discrimination on the ground of race, color or national origin is being practiced. This will be accomplished by:

- (1) Written notice to all clients and to all applicants; and
- (2) Inclusion of appropriate explanatory statements in public information materials which will be made available to interested persons and particularly to those individuals and groups which may be sources of referrals and applications.

All complaints concerning discrimination because of race, color or national origin shall be filed in writing, shall describe the type of discrimination alleged, and shall indicate when and where such discrimination took place and describe any pertinent facts and circumstances surrounding the alleged discrimination. The complaint shall be signed by the person making it. All complaints shall be addressed to the Department Commissioner who will assign them for thorough investigation through established supervisory channels. After the complaint has been looked into, the Commissioner shall determine whether or not any discriminatory practice has been carried on and if he determines that one has, he will take such actions as may be necessary to correct past practices and to prevent the recurrence of such

discrimination.

The complainant shall be advised in writing as to the findings of the agency regarding the complaint.

The Department maintains adequate records to show the action taken as a result of each complaint and will make such information available to the responsible departmental official or his duly authorized representative.

At least once a year and more frequently in those cases where discriminatory practices are alleged or suspected, the counselor will visit vendors, institutions, organizations and political subdivisions participating in the program in his geographical area to assure that their practices conform to Title VI of the Civil Rights Act, and a statement in writing will be submitted through the Area Supervisor to the State Office.

Civil Rights Compliance Report on Case Review by Program Specialist

1. Civil Rights Compliance Report for Counselors.
Through out the case study the Program Specialist should be alert to detect any evidence in the folder that the counselor could improve his performance in case development as it related to full compliance with the Civil Rights regulations. A special form is provided to record his findings. This form should be completed on each counselor when the initial case study is made and the report is submitted to the Supervisor, Division of Case Services. A copy of the form is included herein.
2. Civil Rights Compliance Annual Report of Offices.
This form is completed yearly on each office by a program specialist from the Division of Rehabilitation Services. A copy is included herein.

SOUTH CAROLINA VOCATIONAL REHABILITATION DEPARTMENT

CIVIL RIGHTS COMPLIANCE REPORTS

FOR
VOCATIONAL REHABILITATION COUNSELORS

Name of Counselor _____ Office _____

Type of Caseload _____ Geographical Area _____

Name of Reviewer _____ Date _____

Number of cases reviewed _____ Was there an adequate number of minority cases in the first twenty-five cases pulled. If not, explain _____

1. Dissemination of staff information - each counselor should explain:

a. The agency's responsibilities under Title VI: The South Carolina Agency of Vocational Rehabilitation is being and will continue to be conducted in such manner that no person in the United States will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under such program on the ground of race, color or national origin. The state agency is in fact administering the program in accordance with the law, the Regulations, and the policies and practices as outlined in the State Plan. Remarks: _____

b. His responsibilities under Title VI: The counselor will inform clients, participants, potential clients and participants, and other interested persons, of the fact that services, financial aid and other benefits under the program are provided on a nondiscriminatory basis, as required by the Civil Rights Act, and of their right to file a complaint with the State agency, or their right to file a complaint with the Federal agency, or both, if they believe that discrimination on the ground of race, color or national origin is being practiced. Remarks: _____

c. His responsibility for assuring vendor compliance within his service area: He informs and instructs other agencies, institutions, organizations, political subdivisions and vendors which provide services, financial aid, or benefits under the program of their obligations to comply with the act, the regulations, and the statement of compliance filed by the agency as a condition to their initial or continued financial participation in the program. Remarks: _____

2. Vendor Information

How have agency vendors been made aware of their responsibilities under Title VI? _____

3. Client Information

How are applicants and beneficiaries informed of:

a. Their rights under Title VI: By personal explanations and written instructions. Remarks: _____

b. Their right to file a complaint of discrimination: By personal explanations and written instructions. Remarks: _____

c. The Procedure for filing a complaint of discrimination: By personal explanations. Remarks: _____

d. Is counselor aware of procedure of filing complaint: (See Sect. 25 State Federal Manual) Yes _____ No _____

4. Administration

a. On what basis is the caseload assigned to workers? Geographical areas.

b. Internal Review of Compliance

Is there a periodic review of case files, by race, to determine if there is:

1. Uniform consideration of requests for assistance. _____

2. Uniformity of promptness of notification of the clients of the decision on his case. _____

3. Uniformity of average time for case handling for minority and majority applicants. _____

4. Referral Sources:

Have all referral sources referred both white and nonwhite clients to the counselor or his supervisor? If exceptions, please note.

5. Compare white and nonwhite cases with respect to:

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
a. Is processing time adequate	_____	_____	_____
b. Are needs appropriate and adequate	_____	_____	_____
c. Is type of training suitable	_____	_____	_____
d. Is vocational objective in keeping with client's maximum potential	_____	_____	_____
e. Are accomplishments what they should be	_____	_____	_____
f. Is dollar cost for client on equitable basis	_____	_____	_____
g. Is dollar earnings after service equitable	_____	_____	_____
h. Is employment placement compatible	_____	_____	_____

Document similarities and/or differences between whites and nonwhites with respect to categories "a" through "h". Were all cases handled similarly? Explain.

a. List Title VI deficiencies in numerical order..

b. Recommended solutions - list in numerical order (Include a time limit for resolving each deficiency)

c. Revisit data. Enter date of revisit and document changes in numerical order.

SOUTH CAROLINA VOCATIONAL REHABILITATION DEPARTMENT

CIVIL RIGHTS COMPLIANCE ANNUAL REPORT

OF OFFICES

Office _____ Date _____

1. Equality of treatment by Department.

For each of the following, wherever applicable, please indicate whether there may be any discrimination on the basis of race, color or national origin:

	For clients			For Staff			REMARKS
	Yes	No	NA	Yes	No	NA	
a. Equality of use of office facilities, including:							
(1) Waiting rooms	___	___	___	___	___	___	___
(2) Conference rooms	___	___	___	___	___	___	___
(3) Toilets and Laboratory facilities	___	___	___	___	___	___	___
(4) Interviewing rooms	___	___	___	___	___	___	___
(5) Entrances and Exits	___	___	___	___	___	___	___
(6) Drinking fountains	___	___	___	___	___	___	___
(7) Lunch rooms	___	___	___	___	___	___	___
(8) Other (specify)	___	___	___	___	___	___	___
(9) _____	___	___	___	___	___	___	___
(10) _____	___	___	___	___	___	___	___
b. Use of Courtesy Titles	___	___	___	___	___	___	___
c. Opportunity to Apply	___	___	___				
d. Service at Intake, including:							
(1) Handling requests in turn	___	___	___				
(2) Opportunity to relate individual needs	___	___	___				
(3) Equal Consideration of Requests for Assistance	___	___	___				

	For Clients		
	<u>Yes</u>	<u>No</u>	<u>NA</u>
(4) Applicants Informed Promptly of Case Decisions	---	---	---
(5) Applicants Informed as to Rights to Appeal, File Complaints, etc.	---	---	---
(6) Referrals	---	---	---
(7) Other (specify)	---	---	---
_____	---	---	---
(8) _____	---	---	---
(9) _____	---	---	---
(10) _____	---	---	---
e. Provision of Social Services (by Agency, Vendors, etc.)	---	---	---

(SKIP NEXT QUESTION IF NO INDICATION OF DISCRIMINATION IN PRECEDING QUESTION.)

2. For each instance of discrimination noted in the previous question, please indicate briefly: (a) nature and extent of discrimination: and (b) corrective action(s) taken -- if any -- to comply with Title VI. (Identify each instance by number associated with each item in previous question.)

<u>Item No.</u>	<u>Nature - Extent of Discrimination</u>	<u>Corrective Actions</u> (If None, write "None".)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reviewer

12-8

SOUTH CAROLINA STATE LIBRARY



HEARINGS ON APPLICANT'S APPEALS

Administrative Review

An applicant for or recipient for vocational rehabilitation services under the State Plan who is dissatisfied with any state agency decision with regard to the furnishing or denial of services may file a request in writing for review and redetermination of that decision and such review shall be made by the supervisor of rehabilitation services or his designated representative.

Opportunity for a fair hearing before the department of the state administrator will be granted to any individual whose application for vocational rehabilitation services under the plan is denied or is not acted upon with reasonable promptness, provided the person makes the request in writing.

The standards and procedures adopted by the Department to ensure a fair hearing are:

1. Applicants for vocational rehabilitation shall be advised of their right to an opportunity for a fair hearing in the event the application is denied or is not acted upon with reasonable promptness.
2. The hearing shall be held at a time and place convenient to the individual requesting a fair hearing. Such individual will be notified in writing as to the time and place of such hearing within a reasonable time in advance of such hearing. Such individual will also be notified in writing of his right to be represented at the hearing by counselor or a friend, if he so desires, and he will be so notified in time to have an adequate opportunity to prepare his case.
3. At the hearing, the individual, and his representative if he desires to have one, will have an adequate opportunity for cross-examination and to present evidence in his behalf.
4. The hearing shall be held before an official or officials of the state agency who, insofar as possible, have not taken part in the action under consideration. Authority to make the final decision based upon the record shall be exercised by the department or the state administrator.
5. The verbatim transcript of the testimony and exhibits, or an official report containing the substance of what transpired at the hearing, together with all papers and reports filed in the proceedings and the hearing officer's recommendation, shall constitute the exclusive record for decision and shall be available to the individual at any reasonable time.
6. The decision shall set forth the issue, principle and relevant facts brought out at the hearing, the pertinent provision in law and in agency policy, and the reasoning that led to the decision. The individual shall be forwarded a copy of the decision or shall be advised in writing of the content.

